

Heatley Cluster - Supply teaching in 2012

This information is for teachers wishing to do supply work with the Heatley Cluster in 2012. The Heatley Cluster manages supply work for 24 state primary schools in Townsville using the Relief Teacher online system. The system can be found at www.reliefteachers.com.au

The secondary schools in Townsville manage their supply teachers individually.

For teachers currently registered with *Relief Teachers*

If you are already registered on the *Relief Teachers'* system, then you do not need to re-register on the website. However **you are required to do the following** to ensure that your details are not archived in early 2012:

- Ensure your Queensland College of Teachers (QCoT) registration is current
- Renew your registration to operate as a supply teacher with Education Queensland (EQ). Find out how through our Townsville District Office call 47 263111 or the Teacher Applicant Centre call 1300 13 7228. Or look at: <http://education.qld.gov.au/hr/recruitment/teaching/app-process.html>
- Provide proof of renewal as described below in step 4 no later than 17th February, 2012. Please call Heatley SS call centre's Yvonne on 47595333 or email the manager, Louise Wilkinson: ewilk25@eq.edu.au if you are experiencing delays in receiving your letter from the Teacher Applicant Centre).

For new teachers seeking supply work in 2012

Any new supply teacher is able to register as per the four steps below at any time during 2012. To register, you need to:

1. Be registered with Qld College of Teachers (QCoT) <http://www.qct.edu.au/> **AND**
2. Be registered to operate as a supply teacher with ED QLD. Find out how through our Townsville District Office call 47 263111 or the Teacher Applicant Centre call 1300 13 7228. Or look at: <http://education.qld.gov.au/hr/recruitment/teaching/app-process.html>
3. Then go onto www.reliefteachers.com.au and follow the links to the **Qld Login** and **Register for Work** - enter all of your details including the above registration numbers, preferred schools, days etc.
4. And lastly, bring a hard copy of proof of registration with QCoT and your letter from EQ about supply teaching status in person to Heatley State School, 410 Fulham Rd, HEATLEY or email scanned copies to Louise Wilkinson at ewilk25@eq.edu.au

This all seems like duplication but that is because each entity is separate from the other (QCoT, EQ and *Relief Teachers*).

Congratulations! Your registration details will then be made active on *Relief Teachers!* You will be called from 6.45am – 7.45am on your working days by our wonderful 'call centre' ladies (Yvonne, Shirley or Cynthia) or directly at any time by individual schools.

It is your responsibility to keep your www.reliefteachers.com.au details UP TO DATE.