

Bullet Pointed Summary of Staff General Conditions of Employment Policy

- Conditions of Employment at Giant Steps Tasmania adhere to the Educational Services (General Staff) Award 2010 and Educational Services (Teachers) Award 2010 (the 'Award') and the National Employment Standards the 'NES').
- For all appointments, Giant Steps Tasmania sends a formal, written letter of offer and the Terms and Conditions of employment.
- The appointment level of teaching staff and aides depends upon qualifications and years of service.
- All employees need to sign an employment contract stating the expectations and obligations of the employer and employee.
- All staff complete induction and orientation when they join Giant Steps Tasmania.
- Payslips are issued electronically and sent by email on or before the day each pay is due.
- Superannuation is paid in accordance with current Superannuation Guarantee Legislation. Staff members may choose their superannuation provider.
- All staff eligible for annual leave receive an annual leave loading payment in December.
- Students are expected to be on-site to begin the school day by between 8.45am and 9.00am and the school day ends for students at 3.15pm.
- Staffing at Giant Steps is generally organised at three staff members below the number of students with Extensive levels of need in the classroom. If students are at a Substantial, or Supplementary rather than Extensive level of need, this ratio may be altered.
- Giant Steps Tasmania will consider staff requests for flexible working arrangements, where this does not impact on the well-being of students.
- The Sick Leave allowance for Permanent Staff is 10 days per year. Absence of 3 days or more requires a Doctor's certificate.
- Permanent staff receive 4 weeks annual leave at the end of the academic year. In addition, Permanent staff receive discretionary leave in either the T1 or T2 term break of up to 2 weeks (not required by the Award). In one of these term breaks staff are required to attend for 2 days' Professional Development.
- In line with the Award, permanent staff may also apply for Carer's Leave, Parental Leave, Long Service Leave and Domestic Violence Leave.
- In exceptional circumstances, staff may use a Blue Form to request Special Leave Without Pay (LWOP). The granting of this leave is entirely at the discretion of the Principal.
- Professional Development is offered to all permanent classroom staff. Professional Development programs/activities are undertaken in consultation with staff members. All costs for Professional Development are paid for directly by Giant Steps Tasmania or reimbursed to the employee upon production of receipts.
- All staff at Giant Steps Tasmania can participate in a professional learning cycle during which they work with their line manager to discuss their progress towards goals they have set for themselves and strategic goals prioritized by Giant Steps Tasmania.