

Department of Education

TRACER WELCOME PACK



Teach
Queensland



Contents

1. What is TRACER?
2. Types of Employment
3. TRACER Process
4. MyHR Recruitment (TRACER)
5. How to Maximise Your Opportunities
6. Your Training: Mandatory Induction
7. Expectation of Teachers
8. Unexpected Events
9. Payroll Services
10. Connect With Us

1. What is TRACER?

Teacher Relief and Contract Employment Register (TRACER) is a specialist human resources team within the Department of Education (Department). TRACER assists Queensland State Schools to effectively manage their teaching workforce needs by sourcing and booking Replacement Teachers.

That's where you come into the picture.

2. Types of Employment

The Department encourages a healthy life balance approach for every teacher. The Department also supports flexible work practices and provides Replacement Teachers with employment options including casual and temporary roles.

The Department provides Replacement Teachers with the flexibility to work in a number of schools and choose the days they want to work based on qualified subjects/classes and/or preferences.

Types of Employment

1. Casual - Replacement Teachers can be engaged for a minimum of two hours to a maximum of five hours per day.
2. Temporary - Replacement Teachers can be engaged for a minimum of five days to fill temporary engagements.

3. TRACER Process

At this stage, you should have applied for Queensland College of Teachers (QCT) registration*, an approved application for teacher employment including the Application Acknowledgment email and your employee identification number.

You should also now have access to MyHR Recruitment (TRACER) after receiving an email (Activation of your TRACER Account) to activate your account. Once activated, you should have received an Account Activation email confirming your TRACER account.

Now it is time to start completing your MyHR Recruitment (TRACER) profile.

****Graduate applicants can activate their MyHR Recruitment (TRACER) profile; however, graduates are required to have current QCT registration and completed teacher qualifications prior to accepting teaching engagements.***

4. MyHR Recruitment TRACER

MyHR Recruitment (TRACER) is the system used by the Department to source Replacement Teachers. The system assists with the shortlisting of available Replacement Teachers based on their qualified subjects/classes and/or preferences, school preferences and availability. Replacement Teachers must complete their MyHR Recruitment (TRACER) profile to be considered for temporary and casual employment. It is important to ensure the following areas on your profile are completed:

- Contact Details (Phone, email, street address)
- Preferred Subjects
- Preferred Schools for casual and temporary work
- Availability (Including ad-hoc unavailability)

A TRACER team member may contact you between 6:00am to 5:00pm to offer teaching engagements based on your suitability for the role. MyHR Recruitment (TRACER) is optimised for the following browsers: Internet Explorer 11, Mozilla Firefox; Google Chrome and Apple Safari.

5. How to Maximise your Opportunities

The preferences you choose are important as it will affect how MyHR Recruitment (TRACER) shortlists you for the right role. As a reminder, you should regularly update your school preferences, availability and ad-hoc unavailability for potential engagements. Having a consistently accurate and up to date profile will maximise your engagement opportunities.

1. Keep your MyHR Recruitment (TRACER) profile up to date;
2. Remain professional and provide quality teaching; and
3. Network and build relationships with other teachers and school communities.

****Please note that if for any reason a Replacement Teacher does not undertake any Replacement Teacher work with the Department during a 12 month period, their TRACER profile will be deactivated and they will receive no further bookings through TRACER. If a teacher would like to remain on the system after this period, they will need to submit a new application via the Teacher Applicant Centre.***

6. Your Training: Mandatory Induction

All Departmental employees are required to complete the online Mandatory All-Staff Training program through The Learning Place. New employees will complete the program and existing staff will complete a refresher training program annually. Replacement Teachers must complete all components of the mandatory training prior to commencing their first engagement. You are encouraged to print the record of completion and provide this to a school upon request.

The Mandatory All-Staff Training program will encompass:

- Getting started: Introducing the 'big picture' of why we do what we do and what guides our actions.
- Working ethically: The Code of Conduct, Standard of Practice, internal controls and ethical decision-making.
- Protecting our information: How to protect and manage information appropriately.
- Working safely: Our responsibilities to be safe, aware of hazards and risks, and follow instructions.
- Protecting our students: Respond appropriately when there is any suspicion of harm or risk of harm to students.

Additional modules required to be completed:

- Curriculum Activity Risk Assessment
- Student Protection
- Assisting Students with Physical Impairment

****Please note that graduate applicants must have current QCT registration and an approved application for teacher employment before they can undertake the Mandatory All-Staff Training.***

7. Expectations of Teachers

Your teaching responsibilities include planning, preparing and delivering effective learning and teaching programs for every student in your class. You also have an important role contributing to school planning and objectives. You may also be required to assess students for developmental, feedback and reporting purposes.

Every teacher is responsible for the following activities and tasks:

- Plan, prepare and deliver quality and effective teaching and learning programs in line with the Australian Professional Standards for Teachers -<https://www.aitsl.edu.au/teach/standards>.
- Maintain competency and current knowledge of relevant curriculum programs.
- Create supportive learning environments and effective behaviour management practices.
- Provide for the physical, social, cultural and emotional wellbeing and safety of students while at school and assist in their progression towards effective citizenship.
- Assess students for developmental, feedback and reporting purposes.
- Maintain student records and samples of work and report on student performance to students, parents, the Department and other stakeholders as required.
- Participate in the collaborative development and evaluation of the curriculum and regularly monitor, through observation and evaluation, the effectiveness of the teaching program.
- Participate in school decision making processes and professional development.
- Establish and maintain appropriate interpersonal relationships between the school and community in keeping with the Department's:

Conditions of Employment for Classroom Teachers

<https://qed.qld.gov.au/workfordet/Documents/conditions-of-employment.pdf#search=conditions%20of%20employment>

Code of Conduct for the Queensland Public Service

<https://www.forgov.qld.gov.au/code-conduct-queensland-public-service>

Queensland College of Teachers Code of Ethics

<https://www.qct.edu.au/standards-and-conduct/code-of-ethics>

Quick Checklist - Ensure you have:



Current Queensland College of Teachers (QCT) registration



Completed your setup of MyHR Recruitment (TRACER) profile



Completed your Mandatory All-Staff training program and printed off your certificate of completion

8. Unexpected Events

Schools may have to close, sometimes at short notice due to natural disasters or for health reasons. The safety of students, teachers and community members is the Department's highest priority. You can confirm the closure by following this link: <https://closures.det.qld.gov.au/> If you have any further concerns, please email TRACER@qed.qld.gov.au .

9. Payroll Services

The Department has a dedicated payroll team that manages requests for changes to bank details and/or taxation information. For all payroll inquiries, please contact Payroll Services: <https://qed.qld.gov.au/contact/payroll-services>

10. Connect With Us

Contact TRACER

Email: TRACER@qed.qld.gov.au
Telephone: **1300 TRACER (1300 872 237)**

Regional Office contact details

<https://education.qld.gov.au/contact-us/state-schools-regional-contacts>



<https://twitter.com/TeachQLD>



<https://www.facebook.com/TeachQLD/>



<https://au.linkedin.com/company/queensland-department-of-education>



<https://instagram.com/teachqld/>