

RELIEF TEACHER INFORMATION

Brisbane Catholic Education (BCE) uses ClassCover for employing relief teachers. To be eligible to work you are required to set up a free online profile. Schools are under no obligation to employ you once you have a profile but they may choose to add you to their pool of relief teachers.

What is ClassCover?

ClassCover is a website and smartphone app for relief staff and schools. Relief teachers register their details with ClassCover and schools can search through ClassCover to find relief teachers who are available for and suitable for relief teaching opportunities in their school. You can find out more about ClassCover at www.classcover.com.au or by phoning 1300 650 442.

What do you need?

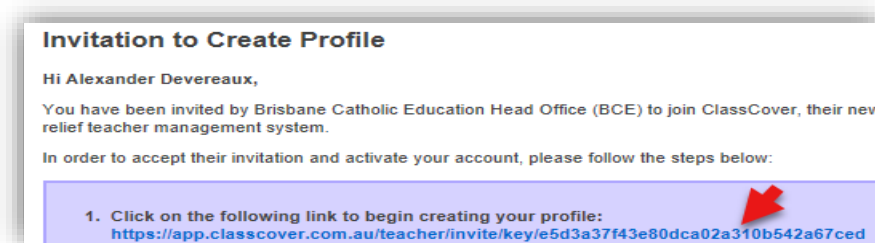
1. A mobile phone (preferably a smartphone, although all mobile phones capable of receiving SMS / text messages will work with the system)

What do you need to do?

1. Register with ClassCover by either:
 - a. Downloading the “Class Cover” app, available from the iTunes App Store (iPhone) or Google Play App Store (Android); OR
 - b. Going to the www.classcover.com.au website.
 - c. Or responding to the email or message from your school (follow link)
2. Select whether you wish to work with all schools (over 1000 schools use ClassCover) or just your one school (*only do this if you were invited by a school*).
3. Mark the days you are available and unavailable for relief teaching.
4. Call or Email schools once your profile has been completed

Setting Up Your Profile – on the ClassCover website

If you are contacted with an offer to start a profile from a school you will receive an sms and/or email:



1. Click the link in email/sms to accept and you will be taken to your profile page.
 - ✓ If you are an existing BCE Relief Teacher who can access BCE email and Timesheets you only need to enter the mandatory information into the profile.
 - ✓ If you are new to BCE, you are required to complete all sections and upload evidence to be available for Relief Teacher work.
 - ✓ If you already have a ClassCover profile you do not need to do anything.
2. Complete your ClassCover profile. See screen shots from the website (app looks different)

Whether you received a notification from a school or you are setting up your profile independently you will have to complete the following:

3. Enter required information into cells.

Contact details and Registration – New staff are required to complete all fields

If you are new to BCE and do not already have an online profile, attach proof by uploading it from documents stored on your computer.

NOTE: to get the right rate of pay a Statement of Service is vital if you have worked for other school systems.

You can add as many qualifications as necessary.

Qualifications – new staff are required to upload evidence

References

Name ? Position ? Organisation ? Phone ?

Email ? Remove reference

[Add another reference](#)

Save Teacher Profile

You can add as many references as necessary. A clever idea is to have your current school's principal.

References – must include at least one principal reference.

CV / Experience & Employment History

Teaching Level(s) ?

Infant Primary School
 Secondary School School Learning Support Officer
 School Admin Staff Anaphylaxis Cert.
 E-Emerg Cert. Teacher's / Education Assistant
 Tasmanian Catholic Schools Pre-School
 Special Education Child Protection Cert.
 Early Childhood Lower Elementary
 Upper Elementary Cert3
 BEd Diploma
 General Assistant Integration Aide

Subjects Qualified To Teach ?
 Note: Don't forget to also choose your applicable 'Teaching Level(s)'.

Describe Teaching Experience ?

Video CV - [Click here](#) for instructions on how to add your Video CV.

Select qualifications that relate to your training and role. Schools will search for these when wanting teachers.
 NOTE: This section will soon be changing to become clearer. ClassCover will send an email to notify you when this occurs.

If you have specialist qualifications you can them here. For example, Maths (11-12).

Experience / Subjects Qualified to Teach

Attach files to your profile ?

Remove File

Note: Maximum file size is 2Mb.
 Need help reducing your file sizes? [Click here for assistance.](#)

[Add another File](#)

Click a network to enter specific profile information that can be checked and viewed by the schools within the network y

Diocese of Brisbane

Have you previously been employed by BCE?

BCE Employee ID

Alternative Work Email Address

Previous Surname

Middle Name (BCE Compulsory)

Title (BCE Compulsory)

Diocese of Cairns

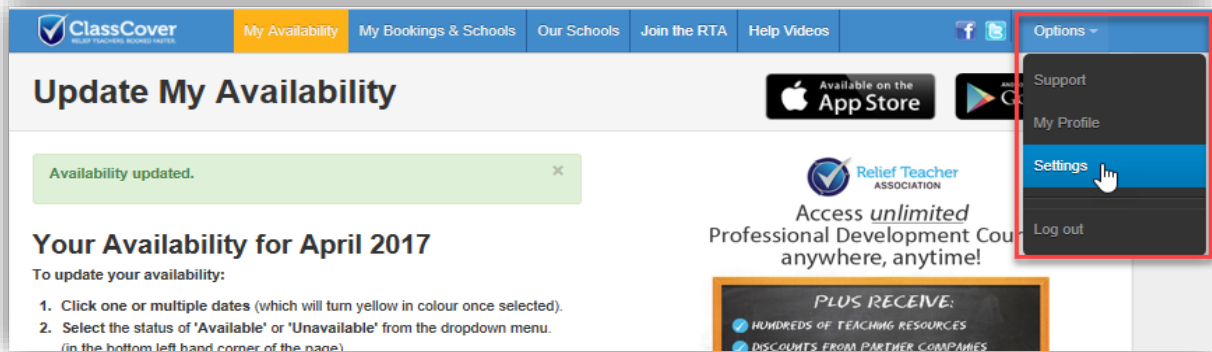
You attach any other documents here: CV; Photo ID, Blue Card

BCE Payroll/ HR requires all BCE employees to provide their Title and middle name

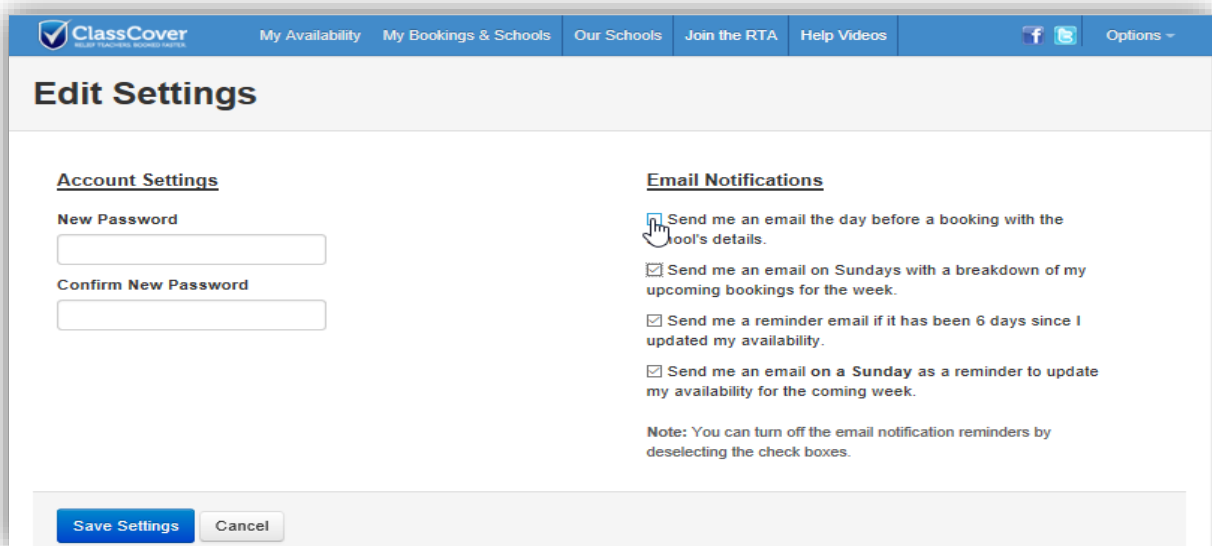
Attachments / BCE Details

Updating Your Settings

1. Select the OPTIONS tab (Top right corner). This tab allows you to access 'Support', edit your 'My profile' and edit your 'Settings'.
2. Select settings from the drop-down menu.



3. Select the OPTIONS tab (Top right corner). This tab allows you to access 'Support', edit your 'My profile' and edit your 'Settings'.



ClassCover notifications alert you to upcoming work or remind you about updating your profile. No action is required.

Updating Your Availability

Each time you log on to ClassCover you will be asked if your availability is up-to-date. If you have not marked as being available you may miss out on work opportunities.

There are three ways to update your availability:

- Individual or multiple day/s
- Repeating Status
- SMS

Go to <https://www.youtube.com/playlist?list=PLKxoZdIVOD0b-Sh63TA9noTO8A4iOLppT> to view how to videos.

For more information visit www.classcover.com.au contact your school relief staff administrator; or phone 1300 650 442.