MARCELLIN COLLEGE RANDWICK

Casual Teacher Information

Casual Teachers at Marcellin College are directly responsible to the Administration Coordinator.

ABOUT MARCELLIN COLLEGE

• A Catholic Secondary Year 7-12 College for boys in the Marist tradition
• Located at 195 Alison Road Randwick
• School Hours: 8:30am – 3:15pm
• Operating six periods a day over a ten day cycle
• Bell times are in the student diary
• Sport afternoon – Thursday

CASUAL STAFF EMPLOYED AT MARCELLIN COLLEGE

As a Casual member of staff at Marcellin College Randwick you should be aware of the following expectations:

• To complete the Compliance Register outlining current policies and procedures at Marcellin College.
• Professional attire (ties for male staff).
• Sign in on the time sheet, located in the administration coordinator’s office.
• Lock rooms by closing the door at the end of class.
• Room floors to be clean at the end of class.
• Rooms are not to be changed unless cleared with the Deputy Headmaster.
• White boards to be cleaned after the lesson.
• At the end of the day place all replacement lesson sheets into relevant teacher’s pigeon holes OR deliver sheets to the administration coordinator.
• After Period 6 Mon/Tue/Wed/Fri and Period 3 on Thursday all seats are to be placed on desks, floors cleaned, windows shut, lights turned off and the door closed and locked.
• Boys are not to be given early marks at the end of the day; they are to remain until the dismissal bell.
• Boys are not permitted to be out of class unless their diary is with them and signed, preferably not out of class at all.
• Class roll listing absentees to be completed at Homeroom and in Period 6.
• Late arrival to class must always be explained by a late slip.