



## 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.

