



TEMPORARY TEACHING REPORT (CONTRACT/TRT)

Person ID: <input style="width:100%;" type="text"/>	School/preschool name: <input style="width:100%;" type="text"/>												
Family name: <input style="width:100%;" type="text"/>	Given name(s): <input style="width:100%;" type="text"/>												
Start date: <input style="width:100%;" type="text"/>	Finish date: <input style="width:100%;" type="text"/>												
Fraction of time/no. of days (TRT): <input style="width:100%;" type="text"/>													
Vacancy description for contract / temporary relief teaching role(s): <table style="display: inline-table; border: none; margin-left: 10px;"> <tr> <td style="text-align: center; vertical-align: middle;">1</td> <td style="border: 1px solid black; width: 40px; height: 20px; margin: 0 5px;"></td> <td style="text-align: center; vertical-align: middle;">Level</td> <td style="margin: 0 10px;">2</td> <td style="border: 1px solid black; width: 40px; height: 20px; margin: 0 5px;"></td> <td style="text-align: center; vertical-align: middle;">Level</td> </tr> <tr> <td></td> <td style="text-align: center; font-size: 8px;">Code</td> <td></td> <td></td> <td style="text-align: center; font-size: 8px;">Code</td> <td></td> </tr> </table>		1		Level	2		Level		Code			Code	
1		Level	2		Level								
	Code			Code									
CONTRACT TEACHER <input type="checkbox"/> TRT <input type="checkbox"/>													

TEACHING STATEMENT - to be completed by site leader or delegate

Professional knowledge: <i>Know students and how they learn / know the content and how to teach it</i>
Professional practice: <i>Plan for and implement effective teaching & learning / create and maintain supportive and safe learning environments / assess, provide feedback and report on student learning</i>
Professional engagement: <i>Engage with professional learning / engage professionally with colleagues, parents / carers and the community</i>

COMMENT BY TEACHER

_____ (Contract teacher's name - please print)	_____ (Contract teacher's signature)	_____ (Date)
_____ (Principal / director name - please print)	_____ (Principal / director signature)	_____ (Date)

Note: A copy of the completed VL048 should be kept at the school / preschool for future reference.

TEMPORARY TEACHING REPORT (CONTRACT / TRT) FORM (VL048) GUIDELINES

1. RATIONALE

The VL048 replaces the Contract Teaching Report (ED048) and is designed to:

- provide feedback to the employee regarding their teaching performance.
- afford the opportunity for the employee to reflect and comment on their teaching experience.
- serve as a tool to support performance management processes.
- provide a succinct record of temporary teaching employment.

The VL048 provides information regarding a teacher's teaching performance and teaching practice against the Australian Professional Standards for teachers.

2. POINTS FOR CONSIDERATION WHEN COMPLETING THE VL048

- Generally it would be considered reasonable for a VL048 to be completed for teachers at the conclusion of a teaching contract (ie from 20 days up to and including two year); or after working as a TRT in a school / preschool for 20 days (not necessarily consecutive) or more during a calendar year. Further information can be provided in the form of a referee statement if desired.
- The VL048 has provision for concise reporting of information under 3 headings (approx 150 words within each section) and comments should be carefully considered to present accurate, pertinent and useful information that best describes the teacher's knowledge, skills and abilities. There is also provision for the teacher to comment on his / her teaching experience.
- NB If this report has been produced as a result of issues of concern regarding an Employable Teacher's performance, please forward a copy to Education.HRconfidential@sa.gov.au
- Any feedback in relation to the new format of the VL048 is appreciated and can be forwarded to Education.HRconfidential@sa.gov.au

3. SUBJECT CODES (listed alphabetically)

AB	Aboriginal studies	FR	French	PG	Politics
AC	Accounting	FV	Media studies	PH	Photography
AG	Agriculture	GG	Geography	PR00	Primary
AN	Aboriginal education	GK	Modern greek	PS0P	Pre-school
AS	Ancient studies	GL	Geology, earth and environmental Science	PW	Psychology
AT	Art			PZ	Philosophy
AV	Australian indigenous languages	GM	German	SD	Scientific studies
BL	Biology	HA	Health education	SL	Special education (school / preschool based)
BP0B	Birth to preschool	HE	Home economics		
BS	Business studies	HI	History	SP	Spanish
CG	Counselling	HU	History, australian	SS	Society and culture
CH	Chemistry	HZ	History, modern	SV	Humanities and social science
CI	Chinese	ID	Education of children / students with intellectual disabilities	SY	Special school
CT	Construction technologies (materials)	IF	Digital technologies	SZ	Special education (special class)
CX	Computer aided design / manufacture	IN	Indonesian	TL	English as an additional language or eialect (EALD)
CY	Community studies	IQ	Information processing and publishing	TO	Working with children / students with hearing impairments
CZ	Child studies	IT	Italian	TP	Technologies
DA	Dance	JA	Japanese	TU	Tourism
DC	Design and technologies - communication products	JP00	Junior primary	TX	English as an additional language or dialect (EALD)
DE	Design	LG	Legal studies	TZ	Intensive primary english language program / secondary NAP
DR	Drama	LI	Teacher librarian		
DT	Design and technologies (material products)	MA	Mathematics (general maths)	VE	Vocational education and training
EC	Economics	MI	Instrumental music	VI	Education of children / students who are vision impaired
EG	English	MM09	Middle schooling	VT	Vietnamese
EL	English literary studies	MU	Music	WS	Women's studies
EN	Essential english	MX	Essential mathematics	YX	Mathematical methods
ET	Design technologies - Systems and control products	MY	Education of children / students with multiple disabilities	YZ	Specialist mathematics
EY	Environmental education	NT	Nutrition	ZD	The arts
FH	Food and hospitality	OE	Outdoor education	ZL	Other language
		PC	Physics	ZV	Other technologies
		PE	Health and physical education		