General Guidelines

1. Teachers must follow the Australian teaching system guidelines and uphold professional ethics.
2. Direct communication between teachers and students outside the platform is prohibited. Any communication must occur exclusively through the portal.
3. All teacher interactions and tasks are monitored for quality assurance and policy compliance.

Teacher Profile Management

3. Teachers must maintain accurate and up-to-date personal information in their profile, including availability.
4. Password recovery is available via email-based verification. Teachers are responsible for maintaining the confidentiality of their login credentials.
5. Teacher usernames and joining dates will be visible to students, but no other personal information will be disclosed.

Timetable and Scheduling

5. Teachers can view their timetables and request adjustments through admin approval only.
6. Teachers can indicate availability for one term in advance and modify it as per the admin policy.
7. Sick leave must be reported at least 4 hours before the scheduled class. Planned holidays require a 6-week advance notice to enable admin adjustments.

Attendance and Remuneration

7. Teachers must mark attendance before starting any class to ensure payment eligibility.
8. Attendance tracking will be automated based on the portal's records. Discrepancies should be reported immediately to the admin.
9. Wages are calculated based on attendance and teaching hours and are subject to fortnightly or monthly payments.

Class Management

9. Teachers can conduct group or individual classes. Classes requiring makeup sessions will be highlighted with color-coded indicators.
10. Teachers must upload study materials and class recordings immediately after each session. These uploads cannot be edited or deleted later.
11. Uploaded materials must be tagged with relevant subject details, date, and class information.

Notifications and Communication

11. Teachers can schedule automated reminders for classes, tests, and special preparations to be sent to students via email.
12. Teachers can send notifications about class schedules, test reminders, and syllabus updates, subject to admin review.

Curriculum and Performance Monitoring

12. Teachers must update the curriculum progress for each student in the portal, including covered and pending topics.
13. Student progress reports (SST, SSC, SAR) must be submitted four times a year, aligned with term schedules.
14. Teachers can create and manage tests, including multiple-choice, descriptive questions, and multimedia content. Automated marking is supported, and results must be shared with students and parents.

Leave Policies

14. Teachers can apply for leaves through the portal. Absences without prior notice for three consecutive sessions in a term will result in a status hold, pending admin review.
15. Leave requests and their impact on timetables must be communicated in advance to the admin for adjustments.

Parent-Teacher Communication

15. The portal will schedule reminders for term-based parent-teacher interviews.

16. Teachers must log the outcome of each interview or provide reasons if an interview could not be conducted.

Payment and Contract Types

16. Teachers may be hired as permanent, casual, or independent contractors. Payment structures and rules vary for each category.

17. Teachers must provide encrypted bank details via the portal for payment processing. Stripe integration is recommended for seamless transactions.

Compliance and Termination

17. Teachers must adhere to the platform's policies, including ethical behavior and proper communication.

18. Breach of terms, including absence without notification or unauthorized communication, may lead to suspension or termination of services.

Technical and Admin Features

18. Admins hold authority to adjust timetables, approve requests, and review uploaded materials.

19. Teachers will receive alerts for new or modified schedules, pending tasks, and test reminders.

By registering and using the Teacher Portal, you agree to abide by these terms and conditions. The platform reserves the right to update these terms as required, with prior notice.