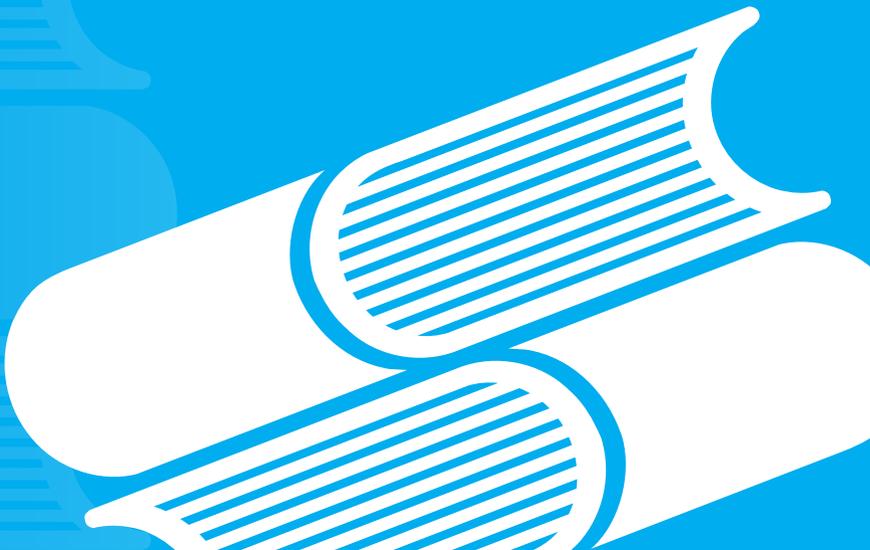




EDUCATION
S P E C I A L I S T S

Supply Staff Handbook



Foreword & Contents



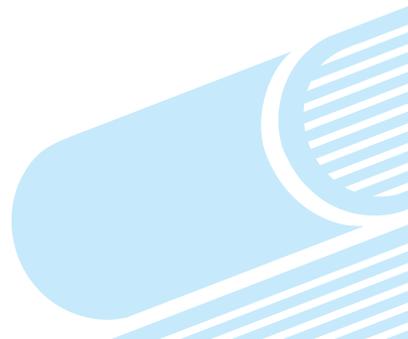
Foreword

We are committed to maintaining professional standards within schools.

Please take time to read this handbook to ensure success working for The Education Specialists Ltd.

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Staying in touch



Staying in touch

The Education Specialists Ltd take pride in staying in touch with you through regular contact.

Office Times

Your local office is open from 7.15am until 6pm Monday to Friday. There is a 24 hour on call facility for URGENT calls. Your Education Consultant will call you on a regular basis, we also rely on you to call us as often as possible to let us know your availability and update us with your circumstances. This ensures we find you work when and where you want it.

Text Messages

We sometimes contact our staff by text message. This will keep you up to date with positions that we are recruiting for and ensure that you are reminded about giving your local office your availability. If you are in school please make sure you check your phone regularly and respond as soon as is possible. You can text back or call the office.

Internet

You can find further information about The Education Specialists Ltd there are lots of resources, current news and educational updates to look at. www.tessupply.co.uk



Signing in & out of school



It is essential that you sign yourself in and out of school every day of ensuring you use the schools allocated visitor book.

This is a health and safety requirement of every school. This is to ensure that in the event of an emergency all persons can be accounted for. Should any dispute arise over attendance within a school, your signing in and out will confirm your presence at the school.

You must carry photographic ID with you at all times. This must be presented upon arrival at school.

Schools may also ask to see the original copy of your DBS check. It is your responsibility to have this with you when attending any assignment.



Arriving at school



Please arrive at school at least 30 minutes before classes are assembled for registration. We recommend you arrive no later than 8.15am. This will ensure you have enough time to familiarise yourself with the school and timetables before the start of lessons.

If you leave the school premises for any reason always report your absence to a senior member of staff. To avoid getting lost or being late, make sure you have a map of the area and timetables for public transport.

If you are going to be late, please ensure you contact your Consultant, not the school, as soon as possible. You can contact the office from 7.15am on the day of your assignment.



The first day



Things to ask on the first day include:

- General school information
- School timetable
- Registration/assembly procedure
- Literacy/numeracy policy
- ICT log in/arrangements
- Playground duties & breaks
- School plan/layout
- Behaviour policy and discipline procedures
- Events happening with the school eg OFSTEd inspection, important visitors to the school, events occurring
- Person responsible for fire drill and first aid.

Class Specific

- Name of the class you are taking
- Name of teacher you are replacing
- Number of pupils on the class list

- Ability level of class/lesson plans and instructions left by teacher or senior management
- Any pupils with SEN, health problems
- Any behaviour problems you should be aware of
- Homework schedule

Staff

- Name of head teacher, assistant head, heads of department and other teachers.
- Name of classroom assistants
- Name of school receptionists/admin team
- Who to report to on a daily basis
- Name of person who can provide guidance on curriculum or disciplinary issues if required.

Long term assignments



When on long term assignment the expectations of you as a supply teacher will differ with each school. As a general rule you will be expected to plan lessons, mark work regularly, monitor pupils progress, take part in assessment and keep accurate records.

You may also be required to attend meetings, parents evening, in service training days. Always confirm with the head teacher that your attendance is appropriate.

Some schools may offer payment for extra curricular, but this should not be expected as these are recognised part of a teachers workload.

Extra curricular

It is a good practise during long term assignments to assist in a range of professional activities which could include planning sessions, completing assessments and attending staff meetings.



Lesson plans and duties

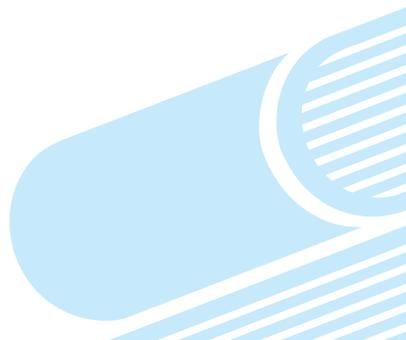


If you are given lesson plans by the school please ensure they are adhered to. If you do not complete all of the work, please inform the school as to what has and has not been covered.

We recommend you always arrive to school with a small amount of your own work planned just in case you should need to fill a gap. Downloadable resources and lesson plans can be found at www.teachernet.gov.uk/teachingandlearning

If you are covering a short term absence, please ensure you leave a brief feedback sheet for the class teacher. It is expected, where relevant, that work should be marked.

It is your responsibility to maintain up to date knowledge for your area of expertise as applicable e.g. foundation stage/numeracy and literacy strategies/subject knowledge.



Pupils expectations



Pupils value teachers who provide thought provoking and informative lessons. Children and young people flourish in an environment that is well prepared, innovative and creative.

Pupils are more likely to be stimulated by lessons that engage with their own experiences. Use a variety of topics with elements of interactive activity where possible. Lessons need to be well structured and clearly focussed. Pupils also benefit seeing a teacher who is passionate about the subject they are delivering.

Support pupils by:

- Creating a relaxed and enjoyable atmosphere within the classroom
- Retaining control in the classroom
- Presenting work in a way that interests & motivates
- Providing conditions so the work can be understood
- Setting clear targets and objectives in order to achieve the goals of the lesson.
- Helping those with difficulties
- Providing encouragement to help raise expectations of themselves
- Develop professional relationships with them
- Utilise your teaching and personal talents



Classroom control



The responsibility for classroom control lies firmly with the teaching staff in any classroom. You need to ensure that you embrace this as part of your role.

Key points

- As a member of supply staff working for The Education Specialists Ltd you are forbidden from using any physical force to discipline or restrain any pupil in your control.
- For your own protection, if you do find yourself addressing a pupil's behaviour, please try and stay at least an arms length from the pupils.
- Avoid any action or tone of voice that may be interpreted as aggressive or confrontational.

- Please do not find yourself in a situation where you are alone with any child at any time.
- In normal circumstances, all hats and coats should be removed and mobile phones (including your own) must be switched off. Please check for any messages we may have left at break and lunch times.

Physical contact

Please refer to the Advice on Physical Contact document you were given upon registering with your local office.



End of the day



Please remember that it is important to leave all teaching areas safe, clean and tidy at the end of the school day. Always ensure you have returned keys, fobs, book and other equipment to the relevant person.

Make sure you take time to say 'goodbye' to the head teacher or a senior member of staff on leaving the school at the end of your assignment.

Always leave a positive lasting impression so school will remember you by name and ask for you to return.

Leave a lesson review sheet for the teacher whose lesson you have covered. These can be downloaded from the website www.tessupply.co.uk

Always remember to sign out in the school visitor's book.

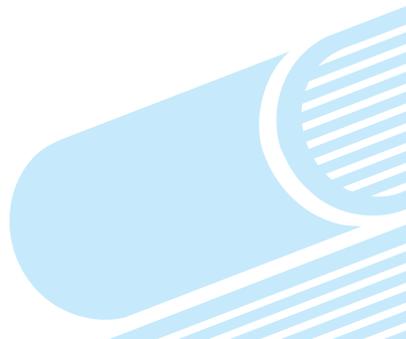


Unavoidable absence



If you are ill or have to be absent from school for any reason, you must inform your local office no later than 7.30am on the day on the first day of absence, as a matter of urgency.

This means that alternative arrangements can be made and we can minimise inconvenience to the school. You can call using the on call service 24 hours a day 7 days a week.



Weekly confirmation



We do not use a timesheet system for recording your work. This means that you do not need to obtain signatures from school staff to confirm your attendance.

It is your responsibility to contact the office to confirm your assignments at the end of each week. It is also an opportunity to update us on your availability for the following week and discuss any assignments we may have for you.

Instead of timesheets to confirm your work we send you a booking email. You will receive a booking email for each assignment you undertake for TES Ltd. The booking email details the name of the school, the date (s) you are booked and the daily rate you will be paid for this work. It also has useful information such as a map of where the school is, job description and policies. It is your responsibility to check you have all of your booking emails at the end of each week. No booking email will mean you aren't on the payroll system. If you have any queries about your booking contact your Consultant immediately during office hours.



Dress code



A specific dress code may be requested by schools that have a strictly defined pupils uniform and accepted standards of staff dress.

It is important that you are dressed smartly and present your self as a professional. First impressions count.

Inappropriate clothing

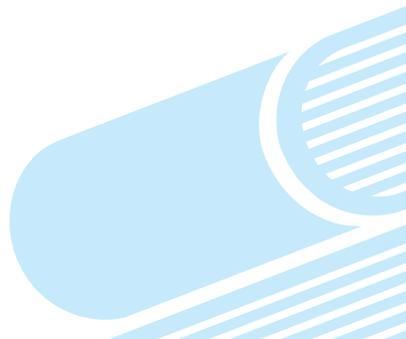
The following items are likely to be regarded as inappropriate regardless of categories of dress code or gender:

- Jeans
- T-shirts (No collar)
- Sweatshirts/Tracksuits
- Low necked tops
- Cropped trousers
- Shorts/Low rise trousers
- Over the Knee boots/very high heels/flip flops/trainers
- Very short skirts
- Elaborate jewellery
- Tattoos showing

Exceptions

The exceptions to the dress code(s) outlined are:

- PE and sports teachers where items of clothing such as tracksuits and trainers are essential



DBS checks



As an employer The Education Specialists Ltd will request a criminal records check processed through the Disclosure and Barring Service (DBS) as part of our recruitment process.

The DBS check replaced the CRB check from April 2013.

This check includes information held on the DBS's children and adults barred lists, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post being applied for.

These checks are to assist The Education Specialists Ltd in making safer recruitment and employment decisions. The DBS check is a vital part of our robust safeguarding procedure.

When you apply for a check through The Education Specialists Ltd and it is processed by the DBS you will receive a copy of your certificate. As well as receiving your certificate you are given the opportunity to register online for the DBS update service.

The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. Applicants can register online for the 'Update Service' when you apply for a DBS certificate, or within 19 days of DBS issuing one (you'll need the certificate reference number). Registration lasts for 1 year and costs £13 per year. You'll get an ID number with your registration that you need to log on to the service - Automatic Subscription Renewal.

The update service aims to put you in greater control of your information and allows you to reuse your DBS certificate when applying for similar jobs. If you choose to subscribe to the Update Service an employer can go online, with their consent, and carry out a free, instant check to find out if the information released on the DBS certificate is current and up-to-date.

Holiday pay

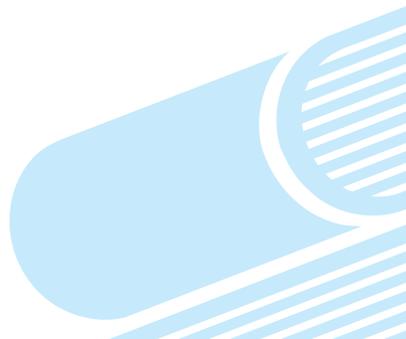


As part of our ongoing commitment to follow the Agency Worker Regulations all TES Ltd employees have holiday pay deducted from their weekly salary. This is calculated as 13% of your earnings each week.

In line with the government guidelines the holiday pay is put into your individual holiday fund. Your accrued holiday pay can be requested in writing to lynn@tessupply.co.uk. Please note it takes 2 weeks from your request to process your holiday pay.

You can opt out of the holiday pay scheme. This needs to be done in writing to lynn@tessupply.co.uk

Please don't hesitate to contact the finance department on 0151 4491300 if you require any further information.





When registering with The Education Specialists Ltd please make sure you supply the following bank/building society details so we can ensure seamless payment:

- Full name of the account holders
- Bank/Building society name and address
- Sort code (6 digits)
- Account number (8 digits)
- If applicable building society roll number

Payment

Payments are made directly into bank accounts on Friday and are a week in arrears.

Rates of pay are agreed with your office prior to placement. Your local office will contact your place of work daily to confirm your arrival. This information is passed to our payroll

department for payment the following Friday. Please contact your office and let them know of any changes in the assignments you were booked for.

This will ensure your payment is in accordance with the days that you have worked.

Tax and national insurance

When registering with The Education Specialists Ltd it is important that you supply either a P45 from a previous employer or you complete a P46. If no tax form has been supplied or completed, a BR code will automatically be operated, meaning all pay will be subject to 22% tax. Please note that if you have any other income e.g. from another job or pension this must be made know to your local office, as this will affect your tax situation.

Pension Schemes & Umbrella Services



Pension Schemes and Umbrella Services

At The Education Specialists Ltd we offer a work place pension scheme. This scheme is provided by the government through NEST, who are our pension provider. When you become eligible to contribute to your pension. You will be automatically enrolled and deductions will be taken from your salary. The percentage from your salary is variable and is dependent on a number of factors. You will receive a pension pack in the post and if you wish to opt out, you must contact our pension provider directly, who in turn, will make us aware of any changes. You can find out more information about pension scheme on www.nestpensions.org.uk.

Umbrella Services

The Education Specialists Ltd have partnered with a leading umbrella company called Asset Services. This is a part of our ongoing commitment to provide a high level of service to you. Asset Services are a PAYE umbrella company in the education sector who improve the way in which your wages are calculated and paid to you each week offering a more tax efficient option to all TES candidates.

Benefits of working via an umbrella company:

- Entitlement to claim tax relief on genuine work related expenses
- Tax and National Insurance deductions are subsequently reduced, leaving you with a higher net pay.

To register with Asset Services pay scheme you need to register your details online at registrations@asset-services.co.uk

This is an optional service for TES Ltd employees. If you do not want to register with Asset Services, then you will remain on TES PAYE scheme. For more information, you can contact Asset Services by emailing them at <http://www.asset-services.co.uk> or by telephone on 0844 417 0100.

Contacts



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