

supplyteaching^{ltd}

Staff Handbook



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www.supplyteaching.net



What is a supply teacher?

Supply teachers play an essential role in school life. When staff are sick or on courses having high quality, consistent and reliable cover ensures smooth running of classrooms and uninterrupted learning for the children.

STL works in partnership with you to fully understand your strengths and match you with the right school.

Supply Teaching Ltd was established in Milton Keynes in 2000 to provide a specialist service to schools and teachers in Beds, Bucks and Northants. We have a large portfolio of teachers and schools ensuring a safe and reliable service.

Supply teachers are employed on a day to day basis to replace teachers who are absent. Bookings can be made at short notice to cover the same day or several days in advance. Longer term assignments are also arranged to cover situations like maternity leave.

Many newly qualified teachers opt to work as supply teachers for their first year as earnings can be significantly more than as an NQT. Working in a variety of schools gives you the chance to assess which ones may suit you for the longer term.

We can give you the experience of many schools. You will gain knowledge of different groups of children and diverse styles and approaches.

When can you work?

Schools are open approximately 195 days per year.

There are three terms with a half term break in each.

Autumn Term

Starts early September until Christmas with a week off in October.

Spring term

Starts early January until Easter with a week off in February.

Summer term

Starts after Easter until the end of July with a week off in May.

Summer holidays are approximately 6 weeks long.

Work available

Supply Teaching Ltd can provide a service that connects teachers and schools in many situations.

Day to day supply:- covering classes for illness or courses when the usual teacher is absent. These are short notice assignments, between 1 day and 1 week.

Short term supply:- varies from 1 week to 1 term, the teacher is normally booked in advance.

Long term supply:- cover for maternity or long term illness. These placements can last for a number of terms. Due to the length of supply, the teacher would be expected to become more involved in the regular activities of the school.

Permanent positions:- are available and once placed by Supply Teaching Ltd the teacher would be an employee of the school.



Supply Teaching Ltd is committed to your needs

- Our service is free to all teachers.
- You choose the days to work to fit in with your lifestyle. We offer daily, short term and long term positions.
- Permanent positions are always available.
- We offer great rates of pay including holiday pay. You will be paid direct into your bank account on a weekly basis.
- Training and curriculum support is offered and provided for teachers working through STL.
- Resources are available to you from our resource library or online.
- STL handle Payroll, National Insurance and Tax matters for all our teachers.
- We offer overseas teachers advice and guidance on how to reclaim tax if returning home.
- STL can help you gain your UK qualified teacher status.
- We can facilitate airport pick-ups and arrange accommodation for teachers arriving from overseas.
- Local tours to familiarise teachers coming to the area can be arranged.
- STL offer Public Liability and Professional Indemnity Insurance cover to our teachers when they are in schools.

How to apply

Supply Teaching Ltd can be contacted on 01908 662655 or 07970 211238 or by e-mail at mail@supplyteaching.net

Alternatively you can register online with us at www.supplyteaching.net

Once you have contacted Supply Teaching Ltd and completed the registration profile you will be asked to provide:

- Current C.V.
- 2 Passport sized Photographs taken within the current year.
- Qualifications: Certified copies or originals of Certificates/Degrees (or results if you are newly qualified).
- Identification: (2 of the following) Passport, Photo driving license, EU Identity Card, Birth Certificate.
- Details of 2 professional referees.
- Enhanced CRB check, Police check (if you have one).
- Your Dfee number .
- NI number, P45 or P60.
- GTC registration.
- Copies of 2 other forms of ID. (Bank or Building Society Statement, Utility Bill, Mortgage Insurance statement, Addressed Payslip) *

* dated within 3 months

A Justice of the Peace must certify all documents, if this is not possible, please send the originals and they will be returned.



Day to day communication

Office hours are 7am to 8pm. There is an answering machine service outside these hours. If you need to contact us, please call, text or email.

Save the STL numbers on your phone:
07970 211 238 and 01908662655.

Let us know if you are lost or going to be late, we can probably help.

E-mail: mail@supplyteaching.net

Availability

Please phone or text your availability as soon as you know. Your assistance in this helps us to ensure you are working as much as you want. If you'd like a long term assignment, let us know what positions you would like. Please contact us to advise when you are not available to work.

School bookings

Ahead of the assignment we will give you

- The name of the school and address
- Who to contact on arrival
- Directions

Dress Code

Teachers are professional and should dress accordingly. Smart/casual is advised. The STL ID badge should be worn at all times in school.

If your particulars change, please make sure you keep us updated with:

- Your current address
- Phone numbers
- Bank account numbers

How to have a successful day

Planning and Preparation

Planning is generally already in place for the supply teacher. However, it is still essential that you arrive at the school properly equipped for the day. Pre-booked assignments will allow you the time to be properly prepared. Take things with you that you may need:

- Sports shoes in case you have PE.
- A whistle and coat for playground duty.
- Pens, pencils, white board marker.
- Songs/books.
- ID Badge and CRB.

Arrive expecting to teach any subject; Art, Music, PE, RE etc.

Punctuality

You should arrive at school promptly, typically 8am, for pre booked days. This allows you time to look at the planning in place for the day and ensure your day runs smoothly. If you are booked by STL on the morning of the assignment, then you are required to arrive at the school as soon as possible.

In circumstances where there is no fair explanation we reserve the right to make deductions from pay in the event of lateness.

If you experience difficulty in arriving on time or find that you are unable to fulfill your commitments, contact the office immediately so that we may inform the school or make alternative arrangements.



When you arrive at school

Present yourself at the front desk to sign in and introduce yourself to the staff. Ask for the supply teacher handbook and the behaviour handbook if available to be ready for your class.

Administration for the day

Awareness of the general housekeeping at the school will help the day run smoothly:

- The daily timetable including: breaks, assemblies, lunch times.
- Do you need to collect your class from the playground?
- What are the emergency procedures?
- Do they have bells?
- Availability of textbooks and resources to be used for various year levels.
- Who are the year level subject coordinators?
- Are there lists of subjects/classroom rules?
- Any rules that are applicable to the subject area.
- Establish with the Head teacher whether you will be required to perform playground duty and if there any special requirements you should be aware of.
- Ask for a map of the school (some schools have prepared kits for supply teachers).

Teaching techniques

We all work together to ensure the children we teach are safe at all times. In order for this to happen it is essential we have good behaviour management strategies, however serious discipline matters should always be reported to the Head or Deputy. If you are unsure and would like to view the Safeguarding Children Guidance document, please call the office.

Check who is working in the class next to you and if you have a Teaching Assistant for the morning. All these things help you make the best of your day.

Physical contact with students

Physical contact and child abuse are serious issues in schools. Never touch students. No form of physical punishment on children is acceptable. Eg: pulling, smacking, pushing, dragging or hitting.

Do not put yourself at risk. Be firm and fair but not over friendly.

If you have time to familiarise yourself with the Health and Safety policy and Equal Opportunities it would be beneficial.

Body language

Don't underestimate the power of body language. When you walk into the classroom try and make sure that your body language is positive but not aggressive. Although you may be aware that the children's behaviour will be challenging, give them a chance to prove you wrong. Smile when you meet other staff. This creates the best impression and means a lot to the people you work with.



Expectations in the classroom

Curriculum

When you are working on a day to day basis, you are expected to teach the sessions planned and provided by the school unless otherwise advised. Marking the register is required and you are responsible for ensuring it is completed accurately. There may also be a dinner register. Ask for help before the day starts if you haven't marked this before.

Before you leave at the end of the day

- Before you leave the school, ensure all the children under your supervision have gone home with their belongings. No child must be left unattended.
- Leave feedback for each teacher that you have covered.
- Leave details of the lessons and the work completed.
- Mark all the work taught in the day.
- Leave the classroom tidy.
- Return any keys/gym equipment to the right places.
- Let the school know if you enjoyed the day, feedback to the STL office as well.
- Have your time sheet signed.

Politeness goes a long way. Smile and be happy to be at work. Be polite to the pupils, staff and the parents. You will be asked back time and time again because you are good to be around.

Getting paid

Please send your time sheets to the office on Monday after the week you have worked. You will be paid on the Wednesday after your actual working week. You must use one time sheet per school per week. It is your responsibility to have the time sheet and have it signed before you leave the school. You can download the time sheet from www.supplyteaching.net

Holiday pay

Please see your Terms of Engagement for information on holiday pay.

Tax information

We operate a PAYE system. That means we handle payroll, National Insurance and tax matters for all our teachers.

National Insurance contributions

This is compulsory and is a percentage of your salary. Call us if you need a National Insurance number or would like to know more about the calculations.

Registration and checks

CRB Enhanced Disclosure Checks

All Supply Teaching teachers must hold a current CRB Enhanced Disclosure. STL can arrange this for you and it's Free for you!

GTC Registration- General teaching Council of England

All Teachers registered with STL who have Qualified Teacher Status and a DfES Number are required by law to be registered with the GTC.
E-mail registration@gtce.org.uk



QTS-Qualified Teacher Status

If you qualified outside the UK or European Union you need to contact NARIC, National Academic Recognition Information Centre. www.naric.org.uk This will check your eligibility to teach here and have your qualifications compared to the UK for equivalence.

You can teach for 5 years legally in the UK on a teaching degree obtained abroad. However, you will also be required to qualify as a teacher through training in the UK by the end of the 5 years. QTS is a standard requirement for UK trained teachers and is usually done in their NQT- (Newly Qualified Teacher year directly after graduating). It is in your own interest, as part of your professional development, to obtain QTS. We can make arrangements to help you gain QTS. Contact us for more information on this.

Training

We offer a range of training throughout the year. If you would like to enroll on any Continual Professional Development (CPD) courses, please let us know.

Inset Days

If asked, you should accept inset days at your school. These will probably be on a voluntary (unpaid) basis, but they are an excellent way of keeping up to date with the latest ideas and what is going on in the schools in your area.



Equal Opportunities Code of Practice

A full copy of our policies are available in the office.

Glossary of Terms

Please see our website for a glossary of terms that you may find useful.

Resources

There are a number of websites online at www.supplyteaching.net that we suggest as a resource to help with your day to day teaching needs.

The resource library is also available in the office if required.

Disclaimer

This document is intended as a helpful guide. It does not constitute a contract or a replacement to your current terms and conditions. Supply Teaching Ltd's full policies are available on request from the office.

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