



Helpful Hints

Working on Supply Assignments

- **Punctuality** – Full address details will be given to you for each assignment, including the time you should arrive at the school. Where possible try to arrive half an hour in advance and report directly to the Charge of Supply. If you are going to arrive late please contact your consultant so we can advise the school.
- **Dress Code** – You should arrive dressed smartly. Avoid jeans, trainers or t-shirts (a shirt and tie may be a requirement in some schools).
- **Behaviour & Conduct** – Maintain a professional approach at all times and avoid inappropriate behaviour or language.
- **Discipline Policy** – Physical contact with pupils should be avoided. Should any problems arise in class, call a senior teacher for assistance. At no point should you leave the classroom unattended.
- **Sickness** – If you are unable to fulfil a booking, please contact your consultant immediately so we can find a replacement. Our offices are open from 7am and all branches operate an out of hours service.
- **Availability** – Please ensure you update your consultant with days you are free to work. This will ensure we find you work when you want it and will avoid early morning calls when you are unavailable.
- **Planning, Work Set, and Marking** – Please ensure that you follow any planning left by a class teacher. If no work is set you should be prepared with your own 'emergency resource pack' to teach the class. Marking should always be completed before leaving at the end of the school day.
- **Child Protection** – You are responsible for all children in your care. If you witness anything you believe needs reporting please inform the designated Child Protection Officer within the school.
- **Health and Safety** – You are responsible for the health and safety of the pupils, yourself, the school premises and equipment. Do not carry out any duties you are not capable or trained in. Always ensure you receive instructions when using unfamiliar equipment.
- **Recommendation** - It is recommended you obtain a map or A-Z of the area you are wishing to work in to enable you to locate schools easily.
- **Feedback** - Provide feedback for the class teacher and the school when you have completed the booking.
- **Tidy** – Ensure you tidy the classroom before you leave at the end of the day.
- **Timesheets** – Must be completed and signed at the school and faxed to the number on the top of the timesheet by the Monday of the following week.
- **Your Details** - Advise the office of any change in address or phone numbers so we can contact you easily.
- **School Requests** – If a school request that you come back the next day or the booking changes in any way, please let your consultant know as soon as possible.
- **Up to Date** – Where possible keep up to date with National Curriculum issues and initiatives within your subject area.