



**AK Teaching have put together this document to help you to understand the important facts and benefits of working with us on a daily basis.**

### **Information about an assignment**

Before you commence an assignment our consultants will provide you with the following information:

- Name and address of the school
- Details of the booking (year group and planning requirements)

### **Change of details**

To help us to ensure that everything runs smoothly it is essential that you keep in regular contact with us. You must notify us immediately of any changes to your circumstances and personal details.

### **Availability**

We aim to keep you in continuous work so please make us aware of your availability on a daily/weekly basis.

### **Absence and Lateness**

You must make every effort not to be absent or late for work. However, in the event that either absence or lateness is unavoidable through sickness or emergency, you must inform your consultant as soon as possible and in any event, no later than one hour before your normal start time.

**Please call us before 7:30am if you are going to be sick or are running late.**

Our offices are open from 7:30am to 6.00pm Monday to Friday and we also have a 24 hour answerphone service, which means you will always be able to leave a message, even if you cannot speak to your consultant directly. If you have a medical certificate you will be able to advise us of the length of your absence. If not, you must contact us on a daily basis to update us on your progress and tell us how long you are likely to be absent.

We will keep the school informed on your behalf.

### **Getting paid**

You will be paid weekly in arrears each Friday directly into your bank account. To make sure that you are paid on time we rely on you to do the following:

- Complete your online time sheet accurately, ensuring that it is precise.

Record clearly on your timesheet:

- ***Each full or half day you have been in school***
- ***Get your timesheet completed no later than 9.00am each Monday to avoid late pay***

When there is a Bank Holiday your consultant will notify you of any changes to the deadline for the return of your completed and signed time sheet.

### **Role Expectancies**

As part of your teaching role, you are expected to:

- Provide planning and resources for any lessons you may be covering. Your consultant will advise if work is set in advance of any booking
- **Mark all work at the end of the day**
- Leave an end of day handover for the next teacher
- Playground duties during break/lunch times

As part of your support role, you are expected to:

- Report to the class teacher for your daily tasks/duties
- Assist with setting up and equipment required for the day, as well as clearing it away
- Supporting pupils with daily lessons
- Playground duties during break/lunch times

### **Holidays**

Although you are not paid whilst taking annual holidays, we ask that you notify your consultant as soon as possible of any planned absence. This is so we can arrange cover for you if you are in a long term booking, or update your diary accordingly. To avoid missing out on paid work it is

recommended to book your leave during the school holidays.

### **Dress Code**

It is important that you dress appropriately and always convey a professional image. As the dress code may vary in different roles, your consultant will inform you of the appropriate dress code before each assignment.

### **Health & Safety**

With regard to your Assignment and the tasks you will be required to undertake, there are no risks to your Health and Safety which have been made known to us by the Client, to which you will be assigned.

**If, however, during the term of your Assignment you have any concerns, whatsoever, relating to your own Health and Safety in the workplace/or of a pupil in your care, you must bring these concerns immediately to the attention of the schools senior leadership/safe guarding officer, including your consultant who will take any necessary action.**

### **Equal Opportunities**

We are committed to equal opportunities for everyone and to ensuring that all those who work with us or are associated with us are treated fairly regardless of their age, sex, marital status, race, ethnic origin, nationality or disability. If you have any concerns in relation to equal opportunities you should raise the issue in the first instance with your consultant.

### **Confidentiality and Security**

Our clients place great emphasis on the importance of security, confidentiality and the integrity of the data in their school. **You will be required to carry your valid DBS Certificate & Photo ID with you at all times. A client school can deny you access to the school without it.**

You may be required to read carefully and ensure you understand the contents of certain documents e.g. a Confidentiality Agreement, Safeguarding & Behaviour Policy of the school. In such instances you would be required to return the signed document/s to your consultant before you start that assignment. You may be required to wear a security badge and/or sign in, at all times whilst at work on the school premises.

### **Email and Internet Policy**

The email system operates in any company to improve company and inter-company communication. Email messages have been used as evidence in legal proceedings and it is common business practice to retain back-up copies. Email should not be assumed private, either internally or, in the event of legal action, externally.

In some circumstances, the company may monitor and block email messages and they may be read by people other than the author and the recipient. E-mail systems and all of stored or transmitted data is the property of the company. The company therefore has the right to view or use this data as appropriate. It is your responsibility to ensure that you do not misuse any computer facility provided and ensure that no one is allowed to misuse yours. Our advice is to refrain from using company email and internet for personal use.

Breach of Policy: Penalties for breaching the company policies on email and internet use could range from suspension of email and Internet facilities to action under a company disciplinary procedure.

**Any queries please contact your consultant ASAP on 0191 5166327**



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