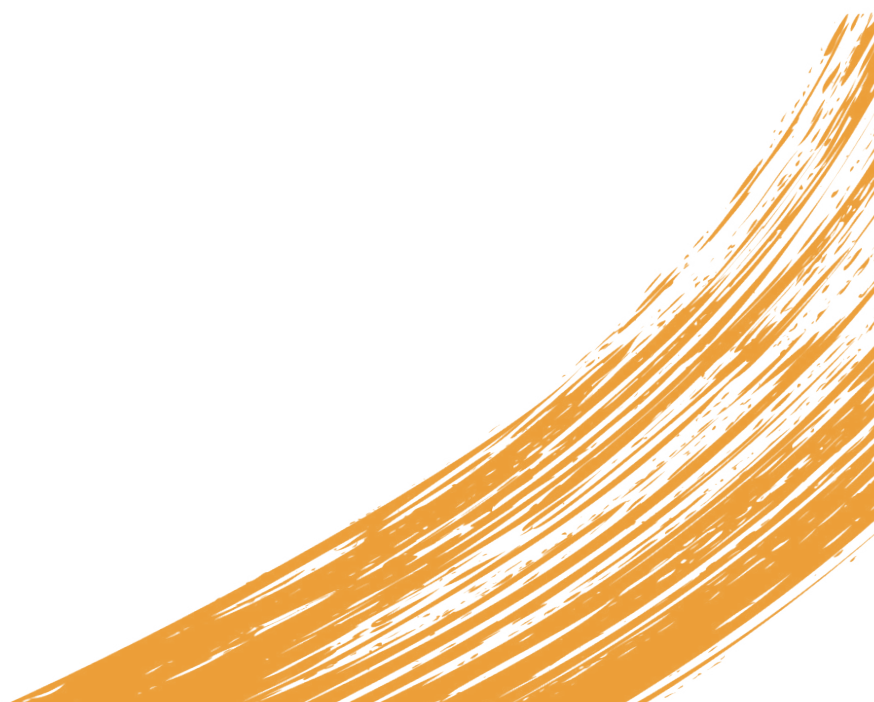




Athona Education

Handbook



This handbook is designed to give you the information you need and what to expect when working as an education professional for Athona Education Limited.

Please read it carefully as it includes a number of guidelines and standards as well as our [policies and procedures](#).

The art of recruitment



About Athona Education

Thank you for choosing Athona Education as your education agency, we continually strive to be the best in our field taking pride in our professional, friendly approach.

Athona Education has recruited for schools throughout Essex, East London and Suffolk since 2007. We work with primary schools and secondary schools, helping them to find leadership staff, teachers, cover supervisors, SEND specialists and support staff.

Collectively, our team has over 100 years' experience in the recruitment industry. We actively listen to the ambitions of our clients and the career goals of our candidates, helping them to secure the right permanent, long-term or supply role.

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Working for Athona Education Limited

When you're registering with Athona Education Limited, we will have an initial discussion and run through the compliance documents we require. You'll then be invited to meet with your consultant either face-to-face at our office or via a video call.

Which compliance documents are needed?

In line with REC Audited Education and the Department for Education's 'Keeping children safe in education', we will need to check qualifying documentation and references. [Click here](#) for further information and a list of the documentation required.

Availability

Day to day supply

When you are looking for work, we would encourage you to update your availability on a weekly basis, either by calling our team or via our [on-line form](#).

Permanent and Long-term contracts

Discuss your future plans with the team to enable us to find you the right role, the earlier we know the more options could be available for you.

Accepting a booking

Supply can be for one day or a few weeks and is typically booked on the same day, so our team will need to call you from 7am onwards. Please call us if you are running late or lost, so that our team can help. **Take your enhanced DBS and Photo ID to every placement. It is important to speak to our team before 7:15 if you are unwell so a replacement can be found.**

If for any reason you need to cancel your booking, please call and speak to our team, giving us as much notice as possible to help us find your replacement.

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How to get the best out of your day

It is important to give yourself plenty of time for your commute, you will need to familiarise yourself with the behaviour management, emergency & medical procedures on your arrival (these will be different for every school).

School will expect you to dress smartly and usually have their own dress code, these typically include, no inappropriate clothing, jeans or trainers (unless you are teaching PE). Some clients (particularly SEND) prefer little or no jewellery for practical reasons with the children.

Please follow the lesson plans given to you and complete any marking left for you. It is useful to take any pre-prepared lessons or story books for primary, just in case there are no plans left or the pupils finish their work early, this will help you to keep the pupils engaged and maintain behaviour.

Please follow school policy regarding electronic devices and mobile phones (normally school do not want you to use your mobile whilst in the classroom or in front of pupils).

It is essential that you do not leave children unattended at any time, follow school procedure if you need to get support (this varies, but is normally via an email or sending one of the children in your class to SLT). In the case of younger children at the end of the day, please make sure they leave safely, with all of their belongings, and not with an unidentified adult.

Before you leave, please make sure you have left any marking or notes from previous lessons with the cover or office manager and don't forget to hand back any equipment, books or keys etc. If you have enjoyed your placement, let them know, and feel free to ask if they need you back.

Let our team know how you got on, your feedback will help us find you work in the right schools.

We will ask for an evaluation of our service and your placements from both you and the schools you have worked in once a term. In the meantime, if you want to discuss anything with our team, feel free to contact us by [clicking here](#).

Recommendations

If you feel that a friend or colleague could benefit from our services, please don't forget our referral scheme, for more information and to refer, please [click here](#)

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Safe working practices

Safeguarding and promoting the welfare of children is everyone's responsibility, we have provided links below provide information on professional obligations.

Guidance for safer working practice for those working with children and young people in education settings can be [found here](#)

The following information is available on this website:

- Responsibilities
- Making professional judgements
- Power and positions of trust and authority
- Confidentiality
- Standards of behaviour
- Dress and appearance
- Gifts, rewards, favouritism and exclusion
- Infatuations and 'crushes'
- Social contact outside of the workplace
- Communication with children (including the use of technology)
- Physical contact
- Other activities that require physical contact
- Behaviour management
- The use of care & control / physical intervention
- Sexual conduct
- One to one situations
- First Aid and medication
- Photography, video and other images
- Use of technology for online / virtual teaching
- Exposure to inappropriate
- Curriculum
- Duty to report concerns about an individual's suitability to work with children.
- Sharing concerns and recording incidents

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Teacher's standards

These standards define the minimum level of practice expected of trainees and teachers from the point of being awarded qualified teacher status (QTS)

[Click here to view](#)

Keeping children safe in education

This is the government guidance for those working within a school environment, it is designed to give advice on the detection, reporting and prevention of abuse.

[Click here to view](#)

Statutory framework for the early year's foundation stage

Setting the standards for learning, development and care for children from birth to five.

[Click here to view](#)

Disqualification under the childcare act

This is the statutory guidance regarding the disqualification and disqualification by association to work with children by the Department for Education

[Click here to view](#)

Working together to safeguard children

Statutory guidance on inter-agency working to safeguard and promote the welfare of children.

[Click here to view](#)

Promoting the education of looked-after and previously looked-after children

Statutory guidance for local authorities to support looked-after and previously looked-after children's aspirations to achieve in further and higher education.

[Click here to view](#)

Supervision of activity with children

Guidance on supervising the activities of workers and volunteers with children.

[Click here to view](#)

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Children's act 1989: court orders

Statutory guidance about court orders and the roles of the police and the Children and Family Court Advisory and Support Service.

[Click here to view](#)

Children Act 1989: care planning, placement and case review

Statutory guidance about local authority support to children and families.

[Click here to view](#)

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Pay and legal entitlements

Key information document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

[Click here to view](#)

Rates of pay

Athona Education offers competitive daily pay rates that vary according to experience, specialty and location. You will be advised of the rate of pay when you are offered a placement.

Timesheets, PAYE & Umbrella companies

Timesheets will be generated by Athona Education and authorised by the client, if you choose PAYE, you will be paid on a weekly basis and receive a payslip from Athona detailing the necessary tax and National Insurance (NI) deductions our company process on your behalf. Alternatively, you can choose to be paid via an umbrella company, they will manage your tax and NI affairs for a small fee, this is normally the choice for anyone working through multiple agencies. For more information, please [click here](#) to visit our website.

Annual leave – Working Time Regulations (WTR)

Your working time regulation (WTR) is also known as holiday pay and is included in your daily charge and itemised on your payslip.

Agency Workers Regulations (AWR)

AWR define your rights to receive equal treatment comparable to a permanent employee, including equal working conditions on the first day and equal pay after 12 weeks [click here](#) for more information

Pension

(PAYE candidates only)

Choosing to be paid PAYE entitles you to be auto enrolled on our pension scheme which is operated by NEST, you will be given the choice to opt out if you decide this is not for you. Further details can be obtained [here](#).

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Tax & National Insurance

If this is your only or main job, please provide Athona with your P45. If you do not have a P45 or if this is not your main job, please complete an HMRC Starter Checklist included in your payment details form or [click here](#).

Terms and conditions

Our terms and conditions have been written by the legal team in the independent regulatory body (The Recruitment and Employment Confederation), you are required to agree to these prior to working with Athona Education, a copy of our terms and conditions can be found on the links below, please feel free to contact our team if you need any further information.

Terms of engagement with an Agency Worker (PAYE)

[Click here to view](#)

Terms of business for the introduction of permanent of fixed term contract staff

[Click here to view](#)

Umbrella company terms and conditions

If you choose to work through an umbrella company, please [click here](#) to review the information needed by us to process your pay accordingly

Policy and procedures

Policy and procedures are put in place to ensure that our service comply's with the laws and regulations for education recruitment, they also aligned to deliver our companies values, whilst giving structure for you, our schools and our employees. To view them [click here](#).

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Training, tips and useful resources

Athona Education provide training inhouse and on-line training for all teachers, cover supervisors and TA's, our courses include safeguard training (required annually), behaviour management strategies, classroom and TA training, all of our courses are free of charge and held throughout the year. Please contact your consultant to find out when the next training course is being held.

Training & Development - Developing your Career (from September 2023)

Athona Education is committed to supporting your professional development and is able to offer financial support for CPD activities. This offer is available to all education professionals who have worked a minimum of 50 days for Athona Education within 12 months.

After completing 50 days' work, you will be entitled to a CPD allowance up to the value of £100, to spend on a variety of CPD activities. Simply send your recruitment consultant details of the activity you wish to participate in and upon completion we will include the bonus payment in your subsequent pay slip.

Terms & Conditions:

- Offer only available to candidates who have worked a minimum of 50 days in the last 12 months.
- CPD activity details must be sent to your recruitment consultant for approval prior to booking the activity.
- Proof of attendance/participation (receipt) must be sent to your recruitment consultant upon completion.
- Athona Education will pay up to £100 to cover the cost of the activity in your subsequent pay slip.
- Athona Education reserves the right to make amendments to this scheme without prior notice.

Behaviour management tips:

Manage your own behaviours. Children mimic the behaviours they witness. As the adult and professional you should model the correct behaviour. Take more notice of the good behaviour than you do of the poorer behaviour and this will improve your paradigm. Stay calm at all times and avoid bringing emotion into your behaviour management.

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Know your children. Know what makes them tick, get to know their triggers and understand their needs. There are some students who may find it difficult to behave in line with expectations due to identified SEND. Keep your high expectations, follow school policy but adapt your approach.

Build positive relationships. This is not just being nice, this is by being fair and consistent with clearly defined rules and boundaries - and moreover, good communication of them. Application of the first two tips will help you build this relationship quicker.

Non-verbal communication. Use positive body language. Smile as often as you can to show students that you are enthusiastic and happy to teach them. Often a stern stare is more powerful than a shout. Low level disruptive behaviour can often be simply addressed by techniques such as walking over to stand near pupils or putting your hand in the air when waiting for quiet.

Verbal communication. Following on from the use of body language, the use of positive language is important. A positive word when the pupils arrive at your door goes a long way. Think about your instructions, especially when relating to behaviour. For example, rather than saying "Stop talking" try saying "I'm waiting for all students to focus on me". Instead of saying "Why are you not working?" try repeating the task again to the individual.

Routines set the standard for behaviour. They provide a consistent structure and demonstrates that you are in control. This can be particularly helpful in organising group or practical work. Your routines should embed any school-wide policies, such as how students enter the classroom.

Noticing any positive behaviour and giving it the recognition, it deserves is essential. You can praise your pupils immediately or catch them later in the day. You can send a note home or a quick call home. Perhaps even use rewards if this is part of your school policy. This noticing of good behaviour will help you with top tip 1.

Early intervention and prevention. Much of what has been suggested so far are preventative measures, but where issues are starting to arise be sure to nip them in the bud early. Calm them at the door, walk over to those chatting while you're talking, have a positive conversation with someone who looks like they're having a bad day.

Relentless follow up. Never promise a reward or threaten a sanction that you won't follow through with. Pupils need to know that you are fair and consistent, and you mean what you say. Make sure you follow up by using strategies such as phoning home, catching them in the corridor, completing their behaviour log, and providing continual praise. This hard work will pay off over time.

Follow the school policy. If all of the above have been exhausted, be sure to follow the school's behaviour policy to ensure consistency. Be careful not to revert straight to school policy driven sanctions.

Useful resources

If you need access to the use of a photocopier, computer, internet, printer and stationary, please visit us at our head office, where our team is also on hand to offer their expertise including professional career guidance (i.e. CV consultation).

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Other recommended subject specific education websites to help you plan your lessons can be found here:

National curriculum information

[Click here to view](#)

Department for Education

[Click to view](#)

BBC education news

[Click to view](#)

Qualifications and Curriculum Authority

[Click to view](#)

Ofsted (information about the Ofsted inspection process)

[Click to view](#)

Athona Education's e-learning zone

[Click to view](#)

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