

## Expectations and Description of Duties

Avoid any behaviour that could harm the interests of the school and Athona Education, including actions that may damage their reputation or lead to a loss of business or clients.

### Booking:

- If you are unable to attend a booking you must call the consultant who gave you the booking with as much notice as possible.
- If you are running late, please inform your consultant as soon as possible, please be aware that late arrival may lead to a reduction of your pay rate for the day.

### Dress Code:

Unless otherwise advised when given a booking please make sure you are in correct smart dress.

### What to take:

- Your DBS Certificate – not a photocopy
- Photo ID – such as a passport or driving licence

### Start of the Day:

- Please arrive at the School no later than 8:20
- You will have been given the name of your School contact in your assignment details form please report to this person and they should provide you with:
  - Your timetable for the day including finish time and end of day expectations
  - Any health and safety/fire procedures you will need to be aware of
  - Access to the behaviour policy
  - Details of work to be set
  - Information about any specific SEN requirements within your classes
  - Information about resources available to you

### Description of Duties:

- Follow the Schools register procedure
- Follow use of ICT policy
- Follow any lesson plans set

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- If you are in a long-term assignment you will be required to take on the responsibilities of the member of staff you are covering such as planning and attending meetings
- Liaise with teaching assistant/support staff
- Liaise with the class teacher to ensure effective intervention and supporting any pupils with their specific education/behaviour plan
- Ensure all disciplinary issues are dealt with in line with the Schools policy and reported accurately
- Mark work where appropriate
- Leave classroom as you found it
- Leave a handover note
- Hand back any property such as keys or equipment
- Ensure pupils are dismissed safely at the end of each lesson and follow end of day procedures to ensure the safety of all pupils.
- Please turn off your mobile phones whilst in classrooms.
- Follow the social media policy, including:
  - Do not connect with pupils on social media, as this blurs professional boundaries.
  - Avoid accessing social media on devices that aren't your own.
  - Never mention or identify schools, teachers, pupils, or agencies in posts.
  - Refrain from posting anything prejudicial, discriminatory, or defamatory.
  - Use appropriate profile pictures and set privacy settings to restrict access to personal details.
  - These guidelines help maintain professionalism and protect all parties involved.

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