

## Supply Best Practice Information

### Availability

It helps if you let the team know if you are available, candidates that have told us when they are free will be called first. (especially important if you do not want to be disturbed at 7am, if you are not free). You can update the team through our [easy online form](#)

Typically supply bookings are done on the day, however some school pre book, if you have a booking and are unable to attend for any reason, you must call the office between 7:00am and 7:15am, an email or text is not acceptable, the team will not always see these until it is too late.

### On the day

If you want work, be up and ready to go at 7am, Dress code: Smart (shirt/trousers/tie) no jeans or shorts (dresses/trousers/skirts) you shouldn't be able to see up, down or through any clothing, no trainers unless covering PE.

Make sure you have Photo ID/DBS with you, some schools will not allow you entry without. This is for every booking, even if you have been to the school on numerous occasions.

Calls will typically be made to you between 7am and 8:30am

You will receive an email with your booking confirmation with the rate and school address and other key information.

Most schools will need you to be onsite as early as possible to familiarise yourself with school behaviour policies and any specific information for SEND or school procedures, typically by 8:15 but it can vary.

If you have got stuck in traffic, having trouble parking or have got lost, call the team, this gives the school the provision to put support in place, whilst they wait for you to arrive.

### Expectations

#### In the classroom:

Follow school behaviour policy and procedures i.e. if you have any pupils that will not settle into class, all schools have a procedure they expect you to follow, giving a child 3 warnings, taking names to report to teacher and in the worst cases, report to SLT to have them removed.

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## How to the best from a class

### Cover supervisor work & supply teacher

If you required, take the register, then a lesson plan should have been left for you by the teacher, if you not have this, ask for help from the head of department or send a child to the main office, it always helps if you have something you can keep the class busy with whilst you get information. (i.e. ask them about the last lesson or discuss what they found interesting so far).

Different strategies to get the class to be quieter are:

- Try nonverbal commands, such as putting your hand in the air, or putting your fingers on your lips,
- Remain silent yourself waiting for them to settle down.
- If all else fails asks calmly for silence, then see if there is a teacher in a neighbouring classroom to help, or again send a child to SLT to get help.
- Follow the lesson, do not change what the pupils have been left to learn. Do not discuss your personal life or interests, steer the class back onto class topic if they try to derail the conversation.
- Don't just sit at the front of the class, engage with the pupils, circulate the room and if possible, help with their work. If you do not know the answer, ask the class if anyone else knows the answer or ask them to write question down for their returning teacher.
- It is important that you protect your pupils and yourself by making sure you always maintain a respectful distance from pupils, personal space is important for young children and adults, do not lean over. If they are distracted by phones or personal possessions. Do not take anything directly from them, if you need to confiscate anything, get them to put it on your desk.
- If you feel that the behaviour is starting to escalate, it is important as the adult that you remain calm, never shout, take a step back and follow procedures.
- Never let the class out early, and follow school procedures for detentions, do not hold the class back if it is not school policy.
- Never block a child's exit from the classroom, if they try to leave, do not stop, but report it in line with safeguarding.
- Leave the classroom tidy, ready for the next lesson.

## **TA's/LSA's**

Your role will be to offer support to the teacher, often providing help for the whole class or for an individual child or small group:

- Ask how you can best be of assistance when you arrive in the classroom, make sure you have read any SEND key information and follow school behavioural policy.
- Most of the time it will be with one child, you will be given an ESP (education support plan), make sure you ask for it if you have not been given this, as it could have a detrimental effect on the child.
- Report any issues or concerns to the teacher, so that they can be followed up correctly.
- Help to tidy the classroom for the next day
- Dress code can depend on the support the child will need, this is normally smart but practical and with sensible shoes in case you need to move quickly.
- If there any provision that you need, i.e. unable to sit on a child's chair or on the floor, please let us know, so that we can find positions with the correct set up for you.
- With young pupils, it is very important that when school ends, they leave with a known and agreed adult, make sure you follow strict guidelines. If in doubt, ask a teacher or other member of staff.

## **Staffroom etiquette**

This is an excellent opportunity to meet your peers, don't forget that you would also meet with senior leadership staff which could lead to future career opportunities or making you their preferred candidate to return to their school.

Your agreed pay is confidential to you only there are many different levels of experience and variety of job roles. Our payrates are transparent and paid at a comparable rate of pay for a permanent member of staff doing the same role with the same experience (after 12 weeks), this is your legal right as covered by agency worker regulations (AWR) (please see our hand book for more information). AWR from day one also gives you access to the same facilities as permanent members of staff.

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## Pay

### Timesheets how they work:

Your consultant will agree your daily rate and confirm this with you in writing prior to your booking (in your emailed confirmation). Athona Education will then use this information to generate a timesheet on your behalf on a weekly basis, you can choose to be paid via an umbrella company or through our payroll department as a PAYE. If you work through PAYE, you will receive a payslip from Athona Education weekly with tax and national insurance deductions, holiday pay calculations and pension contributions if applicable.

If you have been paid to work the full day and do not have a lesson allocated to you, report back to the office manager/cover manager, they may need your help for emergency cover elsewhere and will not appreciate it if you are in the staffroom or leave the premise early without consent.

If you have any safeguarding concerns about the pupils that have been in your care, it is imperative that you discuss this with the designated safeguard lead (DSL). Do not discuss this with the pupil in question, staff or Athona's team, in line with "Keeping Children Safe in Education" government guidelines (more information and a link can be found in our handbook).

Safeguarding training is available free of charge at Athona Education, we require every person working within a school to undertake this training on an annual basis. Please speak to one of our team, who will forward a link to you.

### Leaving the school

Make sure you return any property (i.e. keys' passes, laptops or books) do not take anything offsite, unless you have been given permission to do so.

If you have enjoyed your day and would like to return in the future, let the office manager know. If you have any feedback that would help Athona Education place other supply staff in the future, call our team, or follow the link to provide feedback online.

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