

For a successful career in Supply Teaching or long-term placements through Absolute Education, we ask that all Teachers and Support Staff adhere to the following guidelines.

Notifying us of your availability for work...

When you register with Absolute Education, you will be allocated a Consultant to work on your behalf. It is your responsibility to keep in touch with your Consultant, and let them know when you are available for work and when you are not.

We cannot always guarantee to pre-book work for you, as many assignments are notified to Absolute at last-minute. So it is imperative we know when you are available. The last thing you want is 7am phone calls on days you don't want work!

On accepting an assignment...

Once you have accepted a booking, your Consultant will give you all the necessary details (ie School contacts, location, class details etc). Study the information well to ensure that you are fully prepared for your assignment.

If you find that you are unable to work on an assignment that you have already accepted, call your Consultant at the earliest opportunity to enable them to find a suitable replacement. Absolute Education is on-call 24 hours a day.

Preparation for work...

Make sure that you have a 'Teaching Pack' available if you have made yourself available for short-notice assignments. This should include:

- Pens / pencils
- A programme of activities as backup in case this is not pre-prepared for you
- For primary teaching assignments, it is always advisable to take a book or short story, as this is a good way to help settle the children down
- Your trainers (if you are teaching PE)
- Absolute Education Teacher Handover Form
- Your CRB*
- Formal photographic identification (eg driving licence or passport)*

* You must take these documents with you to schools, to keep within DfES guidelines.

On arrival...

- Ensure you arrive well before registration time (we advise getting to school, if possible, for around 8.15am). This will allow you enough time to familiarise yourself with the school if you've not been on assignment there before, but will also give you time to find out which classes you are covering and where they are.
- Always book in at Reception using the schools Visitors log (and don't forget to book out at the end of the day). If possible, try to meet with the Head Teacher or Deputy Head to let them know who you are.
- Make sure you have a backup lesson plan – if the regular teacher is unexpectedly absent, they may not have had time to prepare something for you. Take enough copies of any paperwork you have for the pupils because you may not have access to a photocopier. Absolute Education can make a photocopier available to you at the offices in Crewe.

At the end of the day...

- Make sure you have completed the Absolute Education Teacher Handover Form
- Ensure the classroom is left clean and tidy (including wiping the black / white board)
- Leave all school property (such as cupboard keys etc) at Reception
- Make sure you get your timesheet signed by the authorised person.
- If the school ask you to return the following day – and you are happy to do so – call your Consultant so that they can update your booking.
- Always call your Consultant at the end of your assignment to feed back on how the day has gone.