



Supply Staff Handbook

Introduction

Welcome to 4myschools! This handbook is designed to help you understand our expectations and provide you with the necessary guidance to perform your best. We are here to support you, so feel free to reach out to your consultant if you need assistance.

Thank you for choosing 4myschools, and we look forward to welcoming you to our team of educators.

4myschools Policies

Please be sure to make yourself aware of 4myschools [policies found here on our website](#). Ensure you are familiar with KCSIE, Sexual Harassment policy, Equal Opportunities, and our complaints policies.

Sexual Harassment:

4myschools is committed to ensuring that all its staff and applicants are treated with dignity and respect and treat others in the same way. We believe that all staff and applicants have the right to work in an environment which is free from any form of harassment, including sexual harassment. 4myschools has a zero-tolerance approach to sexual harassment. Please read our full policy on the 4myschools website.

Day-to-Day Bookings:

If you are looking to work around other commitments day-to-day bookings could be perfect for you. Some day-to-day bookings can be pre-booked in advance due to PPA, courses or meetings, while others may arise unexpectedly due to events such as sickness. Last minute bookings can be as early as 7am. We will send you offers via our Updatedge AvailabilityGrid App or by phone, ensure your phone is on and you have allowed notifications in the Updatedge AvailabilityGrid App.

Updatedge AvailabilityGrid: Update your availability via the Updatedge AvailabilityGrid App to ensure you are top of schools list for early morning bookings, starting from 7am.

Offers of work: Be prepared for an early morning notification via the Updatedge AvailabilityGrid App ensuring you have your documents listed below at hand and are ready to go. Offers of work will come from 4myschools and any schools who you share your availability with.

Highlight your skills and preferences. If you are a qualified teacher or TA then state that in your headline along with the years of experience and key stages preference. Add your PGCE etc in the qualifications tab. The better you display your expertise; the more likely schools will be to offer you work.

Documentation: Always have your 4myschools ID badge, photographic ID (passport or driving license and you current DBS certificate with you.

Communication: When booked you must meet the expected arrival time at the school. If you have any problems please contact the school or your 4myschools consultant immediately.

Representation: Remember, you represent 4myschools and must create a good impression. Day-to-day bookings can often turn into something more long-term or permanent, so creating a good impression is essential. Schools will rate your work and attitude so always do your best.

Flexibility: Be ready to adapt to the needs of different schools and classrooms quickly. This might involve adjusting to various school behaviour policies, teaching different subjects, or handling unexpected situations.

Key Points to Remember:

Be Prepared: Always have a lesson plan ready, including backup activities in case no lesson plan is provided by the school. You can download free lesson plans from [Oak National Academy](#) or other free online sources. A free [lesson plan](#) can be found on 4myschools website resources page for you to download if needed.

Professionalism: Dress smartly and arrive punctually. Your appearance and punctuality set the tone for your professionalism.

Engagement: Even if you are booked for a single day, engage fully with the school's activities and routines. This includes playground duties, attending meetings if required, and integrating into the school's culture.

Feedback: Complete a feedback sheet for each lesson covered and hand it to the appropriate person in charge. Most schools have their own feedback forms, please ask them on arrival or use ours by [clicking here](#).

Long-Term Bookings: Long-term bookings are usually to cover a maternity leave or a long-term sickness. These assignments could be full-time or part-time positions. We would inform you when the booking is due to end, but sometimes the school might update us on a rolling weekly basis.

Commitment: It is crucial to complete the requested duration to ensure continuity for the class. Your consistency helps maintain the students' progress and the class's stability.

School Integration: During a long-term booking, you will get to know and feel part of the school community. This integration allows you to build stronger relationships with students and staff.

Impact: You will have a bigger impact on the development of the pupils you teach, allowing you to see the progress and results of your efforts over time.

Responsibilities: You may be asked to plan and prepare lessons, assist with school activities, and attend parents' evenings. These responsibilities help you become more involved in the school's daily operations and student development. Please let us know if you are asked to take on extra activities as this may affect your rate of pay if you are not already receiving pay parity.

Professional Development: Long-term assignments often provide opportunities for personal and professional growth, as you are more immersed in the school's culture and educational strategies.

Permanent Jobs:

There are several ways you could secure a permanent job:

Long-Term Placements: You might be offered a permanent position through a school where you are working long-term. This is often a result of demonstrating your skills and fitting well within the school community.

Interviews: We may put you forward for interviews with schools looking for permanent staff.

Notification: Always inform your consultant if you have been offered a permanent position, as the school will be subject to our terms of engagement.

Support: Rest assured that we will always support your chances of securing a post. Our aim is to facilitate your transition into a permanent role smoothly.

Contract: If you accept a permanent position with a school, you will become a member of their staff. Your contract will be held with the school, and they will pay your salary.

Code of Conduct:

The purpose of this document is to ensure that everyone registering with 4myschools is clear about the standards expected of all our supply staff. This is to ensure our reputation with schools remains that of a quality service with committed and well-motivated teachers and support staff.

Expectations:

Punctuality: Arrive early, be smartly dressed, and ready for instructions by the school.

Lesson Preparation: Have lessons prepared suitable for the age and ability of the students.

School Involvement: Participate fully in school life, including parents' evenings, record-keeping, testing, and child assessments for longer assignments.

Compliance: Follow the school's procedures, policies, and practices. Physical punishment, shouting and inappropriate contact are prohibited.

Language: Avoid language that could be perceived as negative or offensive.

Special Needs (SEND): Understand and accommodate children with special educational needs and adapt lessons accordingly. Utilise the Learning Support Assistant (LSA) as needed to provide effective support.

Leaving School Grounds: Inform the staff in charge if you need to leave the school grounds during lunch breaks or at the end of the day.

Alternative Arrangements: Discuss any alternative arrangements with 4myschools first, not directly with the school who may forget to tell us.

Social Media: Do not exchange social networking information or take photos of students or the school environment.

Preparation:

Advance Notice: Liaise with the school about the day's requirements when given advanced notice, speak with your consultant to get the best contact.

Resources: Bring basic teaching materials like pens, paper, and markers.

Getting Started:

Arrival Time: Arrive in plenty of time before the school day starts particularly for a first assignment at the school.

School Familiarity: Know the school's layout, behaviour, and discipline procedures, and who to report to for incidents. The office staff are your best source of this information, and many schools have a supply information pack.

Classroom and Behaviour Management:

Organisation: Be prepared and in control to maintain classroom discipline.

Disciplinary Procedure: Adhere to the school's behaviour and disciplinary procedures and never use physical punishment or shout. Every school follows its own procedures ensure you ask for their policies on arrival.

Incident Reporting: Report incidents promptly to the head teacher or senior leadership team and provide written accounts.

General Obligations:

Safety: Always ensure the safety of the children and follow the school's procedures.

Communication: Notify 4myschools of any changes in personal details by calling 01245 353808 or availability in the App.

Support: Contact 4myschools immediately if you encounter problems during an assignment.

Dress Code: Avoid inappropriate clothing such as dirty clothing, trainers, flip-flops, jeans, sportswear, low-cut tops, very short skirts, visible tattoos, and caps. Exceptions may apply for specific activities like physical education.

ICT and Social Media Policy

School ICT Policies: Familiarise yourself with and follow the school's ICT policies.

Professional Use: Avoid personal use of school computers and ensure all communications are professional.

Social Media: Do not share your social media information with students and adjust privacy settings appropriately.

Safeguarding

Responsibility: Safeguarding children is everyone's responsibility. Be able to recognise and respond appropriately to concerns.

Disclosure Handling: Listen, avoid making promises, and report disclosures to the designated safeguarding lead (DSL) immediately.

Continuous Professional Development (CPD)

Training Opportunities: Take advantage of [training opportunities](#) provided by 4myschools.

Update Your Contact Details: It is essential that we stay in touch with you. If any of your personal details change, such as your home address, email address, or telephone number, you must inform the office immediately.

Update Your CV and profile headline: Having an up-to-date CV and Headline on the Updatedge AvailabilityGrid App is crucial. This allows us to present your full potential to schools when putting you forward for positions. We will create or update your CV when you first register, but please keep us informed of any changes. Regularly updating your CV ensures it reflects your most recent experiences and skills.

Updatedge AvailabilityGrid App

The App allows you to track bookings you have completed, check future bookings, and let your consultant know your availability instantly. It is vital that you keep your availability up to date, so you are top of our list for morning or advance bookings, or so your consultant does not call you unnecessarily. If you know you have an appointment, holiday booked, or have accepted a booking from another agency, be sure to let us know on the Availability App by selecting "working."

Need Directions: The App provides the details and directions of all schools. Make sure you are prepared and make it to your booking on time.

Follow Us on Social Media

Keep up to date with all the 4myschools news and join discussions with your colleagues. Make sure you follow us on Facebook, LinkedIn, X, and Instagram.

Classroom Management Tips

Seating Plan: Use a seating plan to manage student behaviour.

Positive Language: Use positive language to create a conducive learning environment.

Lesson Planning: Plan engaging lessons with clear objectives and structured activities.

End of Lesson: Allow time for winding down and organising the classroom before the next lesson.

Emergency Procedures

Fire and Emergency: Familiarise yourself with the school's fire and emergency procedures.

First Aid: Know the location of first aid kits and the designated first aiders.

By adhering to these guidelines, you will contribute to maintaining the high standards expected at 4myschools. We are committed to supporting you and ensuring your success as supply staff.

Thank you for being a part of our team!