

Preparation

I will arrive at school smartly, suitably dressed and well presented.

I will arrive early at the school to familiarise myself with it and so I can meet other members of staff. (By 8am is a good first impression).

I will keep my mobile on silent/switched off while in the classroom and only access it for messages during break times.

I will ask for help from another member of staff when needed.

I will mark all work at the end of each day.

I will leave classrooms neat and tidy.

I will ensure all necessary records and feedback are left for the teacher whose class I have covered. (feedback forms are provided by Provide Education for this purpose).

I will, when on a long-term assignment, take part in all aspects of day to day teaching including attending staff meetings, parent's evenings and other extra-curricular activities.

I will, when using school resources, ensure I seek the permission of a senior member of staff prior to their use.

I will not leave pupils unattended for any reason.

I will ensure that I am never left alone with a pupil in a classroom.

I will manage the behaviour of pupils in a firm but fair approach and will make sure that the school makes me aware of their behaviour policy at the beginning of my assignment.

I will not make physical contact with pupils under any circumstances, including anything construed as a light-hearted gesture. I will not use any form of physical punishment and deal with any serious discipline matters in a non-confrontational manner by adhering to the school behaviour management policy.

I will complete a Provide Education timesheet following each assignment whether a day or a week and get it signed by a senior member of staff from that education establishment.

I will complete two different timesheets if I have worked at more than one educational establishment within the same week.

For more information contact the team 01226 729080

Provide Education

I will submit the timesheet no later than 10am, the following Monday after completing an assignment from the previous week. I will do this weekly even on a long-term assignment.

I will keep in contact with my local Provide Education agency regarding my availability.

For more information contact the team 01226 729080