

**newstaff**

education

information booklet

# newstaff education

Welcome to Newstaff! We are thrilled to have you as part of our team. This little handbook is designed to provide you with supply cover assignment procedures and expectations.

Newstaff Education division is a team of dedicated professionals who are passionate about connecting schools and educational institutions with exceptional educators. Our agency has been established with the aim of bridging the gap between schools seeking the best teaching talent and teachers seeking the best job opportunities.

**Being a supply teacher gives you flexibility and opportunities to work with different schools and people.**

### **Assignment notification**

You will be notified of your teaching assignments via email, text message or WhatsApp. Please confirm your availability promptly. Once you have confirmed you can work, we will send a confirmation WhatsApp and email outlining all the details of the assignment.

Notify the Agency as soon as possible if you are unable to attend a scheduled assignment due to illness or unforeseen circumstances.

### **What to bring to the school**

On arrival, please bring your DBS certificate and photo id.

It might be helpful to bring along basic supplies that you might need for teaching or organizing activities.

Take a packed lunch in case school do not offer lunch facilities.

By being prepared with these items, will mean you will be ready to handle whatever the day throws at you as a supply teacher!

### **What to do on arrival**

Upon arrival at the school, make your way to the school reception. Introduce yourself to the administrative staff and let them know you are the supply cover for the day. They will provide you with any necessary paperwork or instructions.

On your first day arrive 15 minutes early, so you can sign in and be shown schools Health and Safety and essential information before the school day starts.

If possible, touch base with the teacher or staff member who is responsible for coordinating your assignment. They can give you valuable information about the day's schedule, any special instructions, and important procedures. As well as asking what the marking and behaviour policy is.

Familiarise yourself with the lesson plans left by the regular teacher. Make sure you understand the objectives, activities, and materials required for each class. If there are no lesson plans, be prepared to improvise based on your expertise and the students' needs.

If there are any issues, please stay at the school site and call us to let us know so we can help you resolve the problem.

## In the classroom

Take some time to review the classroom rules and procedures. This includes behaviour expectations, seating arrangements, and any other relevant guidelines. Consistency is key, so try to maintain the established routines as much as possible. The class Teaching Assistant may help you with this.

Set clear expectations for behaviour and participation from the beginning. Let the students know what you expect from them and what they can expect from you. This helps create a positive and structured learning environment.

Before you leave, take some time to write a summary of the day, including what was covered, any challenges encountered, and any noteworthy student achievements or behaviour. This can be helpful for the regular teacher to understand how the day went in their absence.

### Dress code

All staff are expected to dress in a professional manner that reflects their role as educators in the school community. Clothing should be smart, casual, modest, and not overly revealing. This means avoiding excessively short skirts or shorts, low-cut tops, or clothing with offensive or inappropriate graphics or slogans. Staff should also pay attention to personal grooming, including maintaining a neat and tidy appearance, grooming hair appropriately, and avoiding excessive jewellery or accessories that may be distracting.

During the colder months please make sure you have a warm coat and trainers with you just in case you are on asked to go on playground duty.

## Roles and Responsibilities

### Teaching Staff

Your primary responsibility is to deliver high quality instruction and support student learning. As a supply cover Teacher, you are responsible for the delivery of the lesson provided by the class teacher

- Support pupils with special needs to understand instructions and encourage independent learning wherever possible.
  - Encourage a positive learning environment.
- Engaging children and offering children support where necessary.
- You will be expected to mark all the work that you have delivered that day. On arrival to the school that morning please ask what their marking policy is.
  - Leave clear and concise hand over notes for the regular teacher.
- Before leaving at the end of the day you must ensure all children are safely collected by their parents/guardians and leave the classroom clean and tidy.

### Teaching Assistant

Your primary responsibility is helping the class teacher in managing the classroom activities. Providing support to the teacher and students where needed.

- Prepare the learning environment as directed for lessons and clear up learning environment and resources.
  - Assist with the display of pupils' work.
- Assist with break/lunch time supervision including facilitating games and activities.
  - Assist with escorting pupils on educational visits and out of school activities.
  - Support pupils in emotional well-being, reporting issues to the teacher when appropriate.
- You may be required to assist in playground duty, always keep trainers and a coat in the car in case this occurs.
  - Encourage a positive and engaging learning environment.
  - Engaging children and offering children support where necessary.
- You may be required to provide one to one or small group support to students who have special educational needs (SEN).
  - Provide emotional and social support, helping students feel comfortable and confident in the classroom.
- Ensure the classroom environment is safe and address and health and safety issues.
- Before leaving at the end of the day you must ensure all children are safely collected by their parents/guardians and leave the classroom clean and tidy.

## Important Key Information

- Some schools are nut free due to many children having allergies, please bring nut-based products.
- Each school's safeguarding and behaviour policy may slightly differ, so be aware of this whilst at school.
  - Staff members are required to maintain the confidentiality of all student information. Unauthorised disclosure of confidential information is prohibited.
  - Please call us if you have any issues or concerns about an assignment.
- Supply staff get paid weekly, the following week on a Friday and payslips are emailed the Wednesday.

## Code of Conduct

- All staff are expected to conduct themselves in a manner that reflects our core values.

This includes maintaining professionalism, respecting confidentiality, and adhering to school policies and procedures.

- When on an assignment for Newstaff please maintain a respectful relationship with all staff and students.
  - **SAFEGUARDING** - Adhere to the school's safeguarding and child protection policies. Report any concerns to school and the agency.

## Contact Details

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