



TEACHER HANDBOOK

INTRODUCTION

At Class Cover Limited, we offer a totally unique and dedicated teacher recruitment service by matching teachers' qualifications and talents with our user school's teaching requirements.

Our aim is to deliver a service to schools that exceeds their expectations and allows them to get on with running their school safe in the knowledge that all their supply needs are being well looked after.

At Class Cover we believe that supply teachers are an invaluable part of the national schools network and as such have a duty to raise standards and to provide a safe, quality education for our children.

Teaching in today's classroom can be challenging but very rewarding. In this handbook you will find details on the National Curriculum, helpful contact details, and advice.

Although we feel we have covered most points in this handbook do not forget that we are here to answer any queries you may have.

ONLINE DIARY, AVAILABILITY AND ASSIGNMENTS

When you register with Class Cover you will be given access to your Teacher Online Diary. This will provide details of your day to day availability, booking information and enable you to view potential positions.

A vital aspect of our commitment to our teachers and schools is communication. Whilst we pride ourselves on our level of communication we ask that you let us know your availability as regularly as possible by logging onto your online diary and amending accordingly. This will enable us to secure the right assignments for you.

If you are unable to carry out an assignment due to ill health, it is very important to let us know as soon as possible. The more notice we are given the more likely it is we will be able to find a replacement.

ARRIVAL AT SCHOOL

Unless specifically told we ask all our teachers to be at school no later than 08.15 hrs. Before the assignment we will provide you with all the details necessary including name of the school, location, contact name, line management, school hours and any details we have been given on the class. On arrival at school please report to the school contact and ask for a briefing on **health, safety and evacuation procedures**, the school's **behaviour and discipline policy** and their individual **marking policy** to ensure consistency within their school. You should then make yourself aware of the lesson plans for the day and introduce yourself to the TA attached to your class ascertaining details such as provision for any SEN pupils within the class.

Most schools will set work for you and this should be followed as it has been set out. It is however, always advisable to have lesson plans and resources available for the year groups you are teaching, just in case! All schools do expect any work carried out that

day to be marked by the supply teacher and a brief note to be left for the Class Teacher.

INCIDENTS / ACCIDENTS AT SCHOOL

If in the unlikely event that you find yourself involved in either of the above you must seek assistance immediately. There may be times when matters get beyond your control and this is perfectly understandable. A key factor in avoiding incidents is strong classroom management and firm discipline.

Make a note of the procedures in your school and find out the name of the designated teacher for reporting incidents and who you should call for assistance.

Remember personal space - you must never prod, poke, smack or touch a child in any way. This is not permitted. Avoid physical contact unless the pupil is a danger to him/himself or others.

At no point can the class be left. If you require assistance either ask the Teaching Assistant to go and get assistance or send 2 responsible children to go.

These points above are to be adhered to unless the school specifies otherwise.

You must report any incident to the Head Teacher and Class Cover before leaving school.

CLASS COVER AND TEACHER CODE OF PRACTICE

Please read and adhere to the commitment we make to our schools on your behalf:

- To arrive at school no later than 8.15am unless another time has been established.
- To brief yourself fully on the school's health, safety and evacuation procedures.
- To always be prepared with relevant lesson plans and resources.
- To be appropriately dressed at all times.
- To mark all work taught that day according to the individual school's marking policy and to leave a note of explanation for the mainstream teacher.
- To contact the Head teacher and Class Cover if there are any incidents and not to let any situations get out of control.
- To leave the classroom tidy and in the manner in which it was found. To make sure all windows and doors are shut.
- To remain in the classroom until the last child has left.

GUIDANCE FOR SAFE WORKING PRACTICE

The vast majority of adults who work with children in education settings act professionally. They seek to provide a safe and supportive environment, which secures the well-being and very best outcomes for children and young people in their care. It is recognised that achieving these aims is not always straightforward. Much relies on pupil and staff interactions where tensions and misunderstandings can occur. It is here that staff behaviours can give rise to allegations being made against them. Allegations may be genuine, malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all

concerned. Staff working in education settings have expressed concern about their vulnerability and have requested clearer advice about what constitutes illegal behaviour and what might be considered as misconduct. They have asked for practical guidance about which behaviours constitute safe practice and which behaviours should be avoided. The DfE provide information which can be accessed at <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/> in response to these concerns.

NATIONAL CURRICULUM AND OTHER USEFUL CONTACT DETAILS

Department for Education	www.education.gov.uk
The General Teaching Council	www.gtce.org.uk
Criminal Records Bureau	www.crb.gov.uk
The National Curriculum Online	www.nc.uk.net
Border Agency	www.ind.homeoffice.gov.uk
Department for Work and Pensions	www.dwp.gov.uk
General Government Guidance	www.direct.gov.uk
NARIC	www.naric.org.uk
National Centre for Vocational Qualifications	www.uknvp.org.uk
SEN Advisory Site	www.senteacher.org
TeacherNet	www.teachernet.gov.uk
The Teacher Support Network	www.teachersupport.info
The Qualifications and Curriculum Authority	www.qcda.gov.uk
Ofsted	www.ofsted.gov.uk
Teaching Ideas (KS1 and KS2)	www.teachingideas.co.uk

TEACHING UNIONS, MEMBERSHIPS AND PARTNERSHIPS

National Union of Teachers (NUT)	www.teachers.org.uk
Professional Association of Teachers (PAT)	www.professionalteachers.org
National Association of Primary Education (NAPE)	www.nape.org.uk
Association of Teachers and Lecturers (ATL)	www.atl.org.uk
National Association of Schoolmasters and Union of Women Teachers (NASUWT)	www.nasuwt.org.uk

CPD

It is important that teachers take responsibility for their own professional development and Class Cover help facilitate this process by offering access to a range of resources, developmental opportunities and training courses throughout the year. These courses include interactive whiteboard skills, SEN training, First Aid and child protection training which the latter must be updated every three years.

PAYE, NI AND PENSION INFORMATION

Class Cover will provide you with a payroll schedule listing the dates you will be paid and a set of timesheets which must be sent to us by the red cut-off date each month. You will have the option to use an umbrella service through Liquid Friday or to be paid through Class Cover's payroll where our company will make deductions for Tax (PAYE) and National Insurance or. After registering with Class Cover you will receive a call from

a Liquid Friday advisor to talk through the various options available to you and to give you a personal net pay calculation using the umbrella service. You can access further information or register on line with Liquid Friday at www.liquidfriday.co.uk or contact them on 0800 316 6030.

At present Class Cover Ltd do not offer a stakeholder pension scheme but are monitoring the situation and will advise you when this changes.

P46

We will supply a P46 at interview in the absence of a P45. This is to ensure that your correct tax code can be calculated.

P60

At the end of each tax year you will be sent a P60 which details how much tax you have paid in the last tax year with Class Cover Limited.

Should you have any queries about your tax it is advisable to contact your own tax office.

P45

When you complete your last assignment with us we will send you a P45 detailing your tax details to be given to your new employer.

Please remember that you shouldn't have any timesheets pending before requesting a P45.

It just remains to say thank you for choosing Class Cover and welcome. We look forward to working with you in the future and hope that your time with us proves to be a thoroughly enjoyable experience.