



Candidate Handbook



Working With Five

Working in schools is a challenging though rewarding role. It is our job to support you in every possible way. We, like you, are committed to the best in education and raising standards. We offer a number of options for you to work for us:

SHORT-TERM SUPPLY (DAILY SUPPLY)

Schools require teachers and learning support assistants/ teaching assistants to cover courses, events, illness etc at short notice. Daily supply suits a TA/ teacher who is not ready to make longer term commitments, maybe unsure of plans, preferring to see a wide variety of schools and range of schools and to gain what often is invaluable experience, and getting your foot in the door. This kind of professional requires flexibility and can be booked in advance or often in the morning as schools find they are short staffed, especially in flu season. Short-term supply can lead to a longer-term position.

LONG-TERM SUPPLY

Longer-term supply posts can last from half a term to a year or more. This allows you to become part of the school life and a professional in this position you might be expected to take on all the responsibilities as a permanent member of staff. It does offer flexibility as either you or the school can end the assignment with minimal notice.

Schools employ staff on a basis to cover vacancies that they have been unable to fill, long-term sick leaves or maternity leaves. Often longer-term positions stem from daily or short-term supply and can lead to permanent offers. If a staff member particularly enjoys a school and is often asked back, he or she may well end up staying at the school for as long as possible.



The Process

At your interview, your Five Education consultant will have discussed your preference as well as your expectations and concerns. After the interview, vetting checks will be carried out and you will be quickly cleared and ready to work. Your consultant will call you to tell you this is the case and then you need to ring in regularly with your availability. It is important to always call or email on a Thursday/Friday with your availability for the next week and always keep us updated of your plans if things change.

If you have expressed interest in long-term roles, we will call you to discuss the roles as they become available. You will be given as much information about the post as possible. If you are interested in the role your profile will be sent to the client and we will try and arrange an interview or trial day of work. We will always speak to you and answer any questions before forwarding your details for a role.

If you are asked to attend interview/informal meeting/volunteer day or half day, we will do our best to help you prepare for it with thorough information.

After the meeting we ask you and the school for detailed feedback and we will keep you informed every step of the way.

If you have opted to start with our daily supply posts, we will try and get you as much work as possible. You will be expected to arrive at the school by 8.15-8.20 depending on the school and will be normally be able to finish at 3.30 or earlier if you are supporting. If you are teaching, then you would leave when any professional duties are completed such as marking. Following a morning call, you will endeavour to reach the school as quickly as possible.

Pay

You will be paid weekly through Five Education on a PAYE basis.

You will need to submit a timesheet online at the end of the week that you work which must be submitted by mid-day on the Monday. If we do not receive a correctly completed timesheet by this time, then we might not be able to pay you.

Five Education use The Peoples Pension scheme which will also be deducted from your salary if you have worked the minimum hours/days to be eligible (unless you have opted out.) Please see the separate information sheet on this.

Some of the new rights will be available from Day 1 of an assignment but others will come into effect once you have worked for 12 weeks in the same role with the same employer without a break of six weeks or more (excluding school holidays).

For Five Education bookings, we will notify you when your 12-week qualifying period is complete and will adjust your pay rate accordingly. If your pay is paid to scale from day 1 we will also inform you prior to starting your booking.

Your daily pay does include holiday pay. This is calculated at 12.07%. You will see this separated out on your payslip.

AGENCY WORKER REGULATIONS (AWR)

The Agency Workers Regulations (AWR) came into force on the 1st October 2011. They provide you with new rights, in terms of pay and other working conditions, and will ensure that you are treated in the same way as the employer's own directly employed workers.

Pay

KEY INFORMATION

Providing key information to agency workers is part of new government legislation (April 2020) Please see below an example of deductions from pay:

Example of min pay for a teaching assistant aged 21 or above on BR	
Example of gross rate of pay for 5 days work including holiday pay	£416.67
Deductions from your pay required by law (Tax, NI, etc)	£83.33 NI £13.97
Optional pension deduction after 3 months	£20.83 5%
Example of net take home pay	$£416.67 - £118.13 = £298.54$



Positive Behaviour Management

BEHAVIOUR MANAGEMENT

It is extremely important that you enquire about the schools discipline policy upon arrival and follow the school's procedures at all times. Explain to pupils what you expect of them and the sanctions that will be applied if they do not abide by the schools rules.

Five Education recommends that any form of physical contact should be avoided. Five education does acknowledge, however, that when working with children and young people supply staff have a duty of care.

Section 93 of the Education Inspection Act 2006, does permit Teachers and other staff authorised by the Headteacher, to use physical contact in an emergency. In such circumstances you must avoid doing anything that might reasonably be expected to cause injury e.g. hitting, forcing limbs, excessive holding etc and avoid touching or restraining a pupil in a way that could be interpreted as sexually inappropriate conduct.

Sometimes an authorised member of staff should not intervene in an incident without help, unless it is an emergency. Schools should have communication systems in place that enable you to summon assistance when necessary. Help may be needed in dealing with a situation involving an older pupil, a large pupil, more than one pupil or if you believe that you may be at risk of injury. In these circumstances you should take steps to remove other pupils who might be at risk and summon assistance from other authorised staff.

You should, wherever practicable, tell pupils to stop misbehaving and communicate in a calm, measured way throughout an incident. Never give the impression of acting out of anger or frustration. It is unlawful to use force as punishment.

Child Protection Guidelines

Five Education is committed to a policy of equal opportunities, both as an employer and as an agency for the recruitment and placement of education staff. We take a proactive approach to this employment practice. We are opposed to any form of prejudice and make every effort to ensure that it plays no part in our practice.

It is the policy of the company that no person acting on our behalf shall discriminate in any situation against another individual or group, directly or indirectly, because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Each individual is assessed on merit alone.

We will expect you to support our policy when working with schools. In particular, you should promote equality of learning irrespective of ethnicity, class, gender, religion or special educational needs, and this should be reflected in your planning, teaching resources and links with the school community.

HEALTH AND SAFETY

Five Education is committed to the welfare of supply teachers and support staff and has included in your joining guide important information aimed at increasing your awareness of the importance of observing a client's Health & Safety guidelines, the types of activities which may cause harm and the actions you should take to reduce those risks. If Five Education is notified of any specific risks, you will be informed in writing prior to commencing the assignment.

It is your responsibility, when you arrive to obtain as much information as possible before you start the assignment, and to carry out your duties in accordance with the client's policies and procedures. It is the client's responsibility to advise you of their health & safety policy and associated procedures.

When you arrive you must find out:

The Health & Safety Guidelines for that site, including any specific H & S guidelines on the use and storing of equipment, on or off site supervision of pupils.

Child Protection Guidelines

- The procedure for fire, or emergency evacuation
- The name of the qualified First Aider
- The reporting structure for accidents, incidents or near misses
- Health & Safety is a joint responsibility and it is your responsibility to:
- Ensure that you carry out your duties in a safe and controlled manner
- Minimise any harm that may be caused to the pupils in your care, or to yourself
- Report any accident, incident or near miss
- Child Protection Information.
- Child Protection Guidelines
- Safeguarding Lead

All members of staff in a school, even on supply, have a positive role to perform in the safeguarding of children. Every staff member can play a part in the

prevention of abuse and neglect through their awareness of child protection policies and procedures. Always check with the school you are in, what their policy is. As a general guide if you do have a concern about a child it is important that you report this without delay to the head teacher or nominated child protection contact within the setting.

If a child chooses to disclose to you that he/she has been or is the subject of some form of abuse, it is vitally important that you listen to the disclosure and not interview the child or ask the child to repeat the account. Avoid asking leading questions as they may invalidate your evidence (and the child's) in any later prosecution. Finally, never examine a child.

Do explain what is going to happen next i.e that you are going to have to inform the Headteacher. You should never promise a child confidentiality where an allegation of abuse has been made.

Child Protection Guidelines

The Headteacher will make a decision based on what you have said and has a responsibility to feedback to you what action has been taken in respect to the concern you raised.

By following the school's policy document you minimise the risk of being accused of improper conduct towards children.

- Ensure on arrival you are made aware of the school's policies and procedure for behaviour management, safeguarding and child protection.
- Make sure you have read part one of Keeping Children Safe in Education (See emails before interview)
- Tell another adult if you are going to be in a situation where you are alone with a child and leave the door open and situate yourselves where you can clearly be seen by others passing, or even better be in a corridor/open indoor space.
- Make pupils aware of the fact that you are legally required to inform the schools Child Protection Officer if a pupil discloses sensitive information.
- Inform management immediately if you feel a pupil (or pupils) are placing you in a compromising position.
- Inform a member of staff if a child were to leave your classroom unexpectedly.
- Ensure you are aware of any child that has specific health problems i.e. diabetes, asthma or epilepsy and what the appropriate procedure to be followed is in such cases.

Child Protection Guidelines

DON'TS:

- Do not accept social media invites/ friend requests. Remember e-safety at all times. Any social media requests from pupils should be reported directly to us and the school.
- It is advisable not to be on your own in a room with a single student.
- Do not grab, push or restrain a student, except in a situation where a pupil is likely to cause harm to themselves or to others. Even then minimum restraint is only acceptable if the pupil is not responding to any verbal commands. Remember you will have to write up incident in the school's incident book and you will have to explain that the action you took was reasonable, necessary and proportionate.
- Do not behave in a way that might lead to complaints of questionable behaviour (e.g. hugging pupils, allowing younger pupils to sit on your lap, any physical contact that may be misconstrued)

- Do not take photos of pupils on your mobile or personal camera.
- Do not use your mobile phone or look at it while the children are around or before checking with a member of staff.
- Do not make any contact with pupils outside of the school setting (unless stated otherwise for specific job roles i.e. key workers). This includes either physical or verbal contact.
- Do not disclose any of your personal information to the pupils.
- Do not ask pupils for any personal information, unless it is absolutely necessary for school purposes and then ensure it is passed on the relevant school contact as soon as possible.
- Do not let pupils leave the room without proper permission – written where necessary.
- Do not use sweets as rewards as many schools now have a policy against this.

More Tips & Advice

- Ensure that you always bring your DBS certificate and photographic ID (i.e. passport or driving licence) to each assignment, you will need to show this to the cover manager and/or a member of the admin team. Approximately half of our schools require a proof of address as well. If you do not, you may be refused entry to the school and possibly not be paid. Call us if you forget and the school MIGHT be happy with us emailing them a scan.
- Arrive on time and remember to advise Five Education, if you are going to be late by phone (text or email is not appropriate).
- Let us know if for any reason you cannot go to the school for reasons such as sickness, please call us before 7:15 am in the morning (or leave a message on the answer machine if before 7am. There is no need to contact the school! We will do that as it can sometimes be complicated if they want cover or not.
- Please remember that you are often covering sickness so it's important to try and keep yourself as healthy and reliable as possible!
- Keep your mobile phone in the office or in a safe place out of site. Never let the young people see or hear your phone. Never answer/text on your phone unless you are in the staffroom. If you are expecting an emergency phone call from someone, then give them out our number or the schools number.
- Keep valuables in the office or another safe place. Sadly Five Education cannot replace any items that have been stolen while you are in school. Use common sense and if you are worried then ask a member of staff the safest place for personal valuables.
- Make yourself known to the contact that you have been given at the school and ensure you have photographic ID and your DBS.
- Take lunch with you if it is your first time to the school (As sometimes schools can be quite far away from shops etc)
- If teaching; make every effort to teach the material given to you for each lesson.
- If teaching; make sure you carry work with you so that any groups without set work can be catered for.

More Tips & Advice

- Wear appropriate dress i.e. no Jeans, trainers, extremely high heels, low cut tops jewellery, Please also remember if working with SEND you might need to be careful of hair, clothes, lanyards and bare arms (especially ASD, Behaviour, Complex needs).
- Let us know if a school has approached you directly about applying for a permanent vacancy, you will often need to work 20 school weeks on supply unless the school would like to 'buy' you out of your contract. We will need to speak to the school if they would like to offer you a permanent role.
- Remember that you are representing Five Education. We are known for our quality service to the schools and also to you.
- Ensure when working in SEND that you are aware of each child's care/ PSP/ PBP/ EHCP and specific needs i.e. triggers etc. if you haven't got time to read the plan or obtain it, then ask another member of staff if there's anything you need to know quickly about any of the students you are working with.
- Get another member of staff in the room (by sending a child to the departmental or main office) if a difficult situation arises, such as pupils physically fighting. They can deal with the situation more safely as a permanent member of the staff and can also act as a witness to events. Do not use any restraint techniques unless permission is granted (This may only occur in SEND). You also need to hold a team-teach or CPI training qualification to carry this out.



And Finally

PLEASE DON'T:

- Take a 'break', if you are not timetabled to cover any lessons, or have free time during the day. Find your school contact and find out if anything else needs doing, there is always something you can help with, such as reading with children.
- Swear or use inappropriate language within school, or discuss negative opinion of the school or staff.
- Leave school early – if you are down to cover the final lesson of the day, this could change and a school will expect you to be there for any changes.
- Forget to call us and let us know how your day went and let us know when you are next available for work.
- Do not use words towards, or in the presence of, children that might be deemed negative, defamatory or aggressive (e.g. "bad", "stupid", "and "shut-up").

REFER A FRIEND

Know someone who you think would be a successful TA/ LSA or do you know a teacher looking for work? Send us their details or get them to mention you and after they have been paid for 15 days work (or 15 half days) we will send you £150 in Amazon Vouchers.

Or call 0117 422 6167 or email us at info@fiveeducation.co.uk and give us their details.

