



Handbook

- ★ Welcome & Contact Details
- ★ Child Protection
- ★ What is expected from candidates
- ★ Getting paid
- ★ Child protection answers
- ★ Resources, hints and tips

Welcome to Aspire People!

You are a very important part of our team and we hope this booklet will help you enjoy your time in schools and make the most of the career opportunities we can provide you.

Contact Details

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Email: info@aspirepeople.co.uk

Opening Hours: Monday to Friday – 7.15 to 17.00

Who Are Aspire People?

When Michaela Powell started Aspire People in 2004, she wanted to create a business that holds the highest levels of respect for candidates. Now you have joined Aspire People you have become a valued member of our education team and should feel welcome from day one. We pride ourselves on giving candidates a voice rather than treating them like a commodity.

Aspire People **guarantee** some very **simple & consistent** levels of service. Your consultant will create a career plan unique to your ambitions and focus on making the process run smoothly. We actually listen to what your needs and wants are, matching them to a fulfilling assignment. The result is that candidates working for Aspire People get to enjoy more fulfilling assignments. Our successes have been demonstrated, through the presentation of the following awards:

- ★ DFE Accreditation Quality Mark
- ★ Gold Accreditation for Work Life Balance
- ★ Finalists of Best Recruitment Agency to Work For
- ★ Winner of Birmingham and Solihull Best Business 2007 & 2008
- ★ Runner Up of Birmingham and Solihull Best Business 2006
- ★ Runner up of HSBC Start Up Stars 2007

What Kind of Work will you be offered?

At Aspire People we ensure that we get you the kind of work that is suitable for your requirements and personal circumstances:

1. Day-to-day
2. Long Term
3. Part – time contracts
4. GTP placements
5. NQT induction placements
6. Permanent

Did You Know?

If you are introduced to a school by Aspire People you must NOT work directly for that school without the approval of the agency. Legal agreements between schools and agencies state that if a school recruits a candidate who has been introduced by an agency then the school may be charged a fee.

What Do We Offer Candidates?

A question that we are frequently asked when visiting schools and colleges is how we recruit such a consistently high level of candidates...it is because we ensure that you are respected and valued.

Our consultants have excellent knowledge of the clients they work with and will concentrate on:

- ★ Ensuring your placements suit your needs and requirements
- ★ Listening to what kind of role you are looking for
- ★ Taking your career development very seriously whether you are looking to qualify or become a head of department
- ★ Offering you ongoing support whether you are doing day to day or long term
- ★ Higher salary that reflects your true talents
- ★ £75 Bonus Schemes for referring clients and candidates

On top of that, all of the consultants at Aspire People pride themselves on being **honest** and we have a highly competent administration team, payroll and HR department, ensuring that we provide a **good service throughout** the whole of your experience with us.

What Can You Expect From Our Schools?

Aspire People ask that all our candidates are given the following tools in order to do their job to the best of their ability, however sometimes if you get to a school late this is not always possible:

- ★ Disciplinary processes
- ★ Display child protection policies and procedures.
- ★ As much information as possible for the lessons you will be covering
- ★ Who to report to and call upon if you need help or issues arise.

Child Protection (what to take to school)

What to take to school

As part of child protection guidelines, you must take the following with you on the first day of every assignment:

- ★ **A fully enhanced CRB**
- ★ **Proof of Identity (Passport or Driving Licence)**
- ★ **Right to work in the UK (Passport or Birth Certificate)**
- ★ **Primary teachers and TAs must take an Aspire People ID badge. Secondary schools and colleges do not require this so secondary teachers and cover supervisors will not be issued with one.**

Work History for AWR

Aspire People will need information on all the schools you work in, even for day to day supply. This information will be kept confidentially, it is so that we can calculate the time you have worked at schools to ensure you are paid to scale. Every time you do an assignment at a school through the **LEA, directly with that school or another agency** please **email** the dates and name of the school to your consultant. Failing to do this may result in you not receiving the correct pay entitlement.

Child Protection Issues

Please ensure that you raise any child protection issues from your assignments with **firstly your recruitment consultant** and **secondly the child protection officer or Head Teacher** of the school. It doesn't matter how insignificant these may appear to be, as you hold a position of trust it is your duty.

What is expected of me?

In order for you to get the most out of your role it is vital that you **work WITH your consultant**, we work hard to build up relationships with the schools so they look after you and get you work. It is then down to you to **build your own relationship** with these schools, build up a good reputation for yourself in the local area and be an advocate for Aspire People. If you can put yourself into a situation where the schools are asking for you by name you will then get as much work as you want! In general you should abide by the following:

★ Mobile Phones:

- Under no circumstances should you use a mobile phone in a lesson, it must be turned off.

★ Social Networking

- You must not communicate with any pupil outside of school, this includes on Facebook, Twitter or any other social networking website.

★ Dress Code:

- Male candidates should wear shirt/tie/jacket/smart trousers/smart shoes
- Females should wear smart top/blouse/skirt or trousers/jacket/smart shoes.
- Follow the general rule – would I tell a pupil off if they were wearing what I am?

★ Smoking, Alcohol and Drug Abuse:

- Candidates must present themselves in a fit state to carry out their duties
- Candidates must abide by the smoking policy at the school
- Any teacher consuming or being under the influence of alcohol or taking drugs (other than medical) on school premises will have committed gross misconduct and will no longer be suitable to work for Aspire People.

★ Time Keeping:

- Candidates must arrive within good time to park and find reception.
- Lateness is not tolerated and can cause a lot of problems with cover.
- If you think you may be late or you can't find the school you must let your consultant know straight away, so they can inform the school.
- If you are late ensure that you apologise to the school and explain it won't happen again in any circumstance.

★ **Duties for teaching cover staff:**

- Take the morning and afternoon register
- Follow the lesson plan
- Make sure all work is completed
- Have a box of resources prepared in case planning is not set.
- Make the lesson your, actually teach them...a bored pupil is a naughty pupil!
- Follow behaviour management strategies
- Ask about preferred marking strategies and complete marking for the class (this mainly applies for Primary Schools)
- Do not mark work at your desk during a lesson, you should be teaching.
- Leave a hand over for every lesson
- Leave the classroom tidy
- Don't leave the school before 3.45, this is when you should be helping pupils out of the school gates, reporting any issues to SLT or saying your goodbyes.
- It is worth taking PE kit, specifically if you are a primary teacher or a cover supervisor in case you are required to work with the pupils outside.
- Familiarise yourself with school policies
- Provide support for break and lunch time. Check if you are expected to bring them in and out of the playground.
- Keep an eye on kids in the playground and if necessary bring them off.
- Make sure the pupils have left safely
- If there is something you think the schools should know, speak to someone about it.
- Allow time to say goodbye to the head or another member of staff
- For those in a long term role you will have to also plan lessons, mark work, attend parents evening, open days and departmental meetings and get involved in extra curricular activities.

★ **Duties for Cover Supervisors:**

- Use set lesson plans to support and over-see pupils whilst recognising and responding to their individual needs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

★ **To go that extra-mile and make the most of your day**

- Socialise in the staff room, you may just meet the head of department and get offered something long term!
- If you have a free period perhaps ask if you can help out with another class or do some admin work?!
- Thank the cover co-ordinator for your day and let them know you would love to come back!

What can you expect from me?

1. Regular contact about your application, relevant job opportunities and your availability	6. Proactively market your CV to schools to find those hidden opportunities not advertised.
2. Regular feedback on assignments	7. Write you an Aspire CV
3. Lots of support and guidance during your assignments	8. Always available to listen to you and give advice where you need it.
4. Represent you when speaking to schools about job vacancies	9. Offer you daily work whilst we find that ideal role for you
5. Support and advice on interview and trial days	10. Honest feedback and transparent service.

Newly Qualified Teachers

As an NQT you can work on supply but there are a number of important factors to remember to satisfy teaching regulations. Aspire People can help you find a school who will contribute to your induction year; you can do a full year or a term at a time. Short term supply work does not count towards your induction year. You can work for a supply teaching agency, as an NQT for 5 years. You must complete your induction year before those 5 years are up. You will not be able to apply for an extension.

Can I work for other Agencies?

You are able to work for multiple agencies but this can get confusing if you work with more than two agencies on a regular basis. It is vitally important that you keep any information about Aspire People confidential from other agencies especially **what schools you are going to interviews for**. On occasions when this information is disclosed it can affect our relationship with the schools and teachers. If you attend an interview with an agency after working for Aspire People, you can ask them to write to us and we will provide you with a reference. When working with other agencies you have to record and inform Aspire People about ever assignment that you do. This is in accordance with the AWR legislation that entitles you to equal pay and working conditions. There is more information about this on www.aspirepeople.co.uk/candidates/awr-advice-for-temporary-workers

CPD and Training

Aspire People hold a number of training sessions throughout the year, many are for NQTs and teachers new to supply but all teachers are welcome to attend. There are sessions on offer for Cover Supervisors new to the profession. Topics include Behavior Management, how to survive your first year in supply teaching, inspirational delivery and much more. If you want further information on our training please head to www.aspirepeople.co.uk.


Getting Paid

- 1.** You can download a time sheet from our homepage www.aspirepeople.co.uk
- 2.** Fill your section out and get an authorised school representative to sign it
- 3.** A different time sheet must be filled in for every different school
- 4.** You can fax the time sheet over from the school, post it or scan and email
- 5.** You must **take a copy** of your timesheet away with you.
- 6.** You must then **ring** your consultant to check if they have received your time sheet
- 7.** You must hand in all your time sheets by **Monday at 10.00 am**
- 8.** If we do not receive your timesheet by the deadline you will not be paid on time.

If we don't get a time sheet by the deadline time you will not get paid.

Below is an example of how to fill in the time sheet:

Candidate fills out this section

Candidate Name: Joe Bloggs 

W/C Date: 1/1/2011

Daily (teaching staff)

	AM	PM	Total Days
Monday	✓	✓	1
Tuesday		✓	0.5
Wednesday			
Thursday			
Friday			
SIGNED:			TOTAL DAYS: 1.5

Hourly (non-teaching staff) hours will be rounded down to the nearest quarter

	Start Time	Length of Lunch	Finish Time	Total Hours
Monday	8.00	30 mins	4.00	7.5
Tuesday				
Wednesday				
Thursday				
Friday				
SIGNED:			TOTAL HOURS	7.5

School fills out this section

School Name: Aspire School - Sutton Coldfield

Name: Mrs. Jones

Signature:

Position: Cover Co Ordinator

We confirm that the above mentioned temporary worker has attended for employment with us on the stated days/hours and to our satisfaction. We agree to be bound by Aspire People Limited's terms of business

Fax timesheet to 0844 504 0414

Email timesheets@aspirepeople.co.uk

For older fax machines use fax No. 0121 321 2469

What's next?

Please ring your consultant regularly to check the status of your application. The compliance team will endeavour to get your file signed off as quickly as possible. In the mean time keep in touch, check out some of our resources on our website and social networking sites.



www.facebook.com/AspirePeopleLTD
[@aspiringnqts](https://twitter.com/aspiringnqts)
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Have your say

Feel like you want to talk to someone about Aspire People's service? Have a suggestion to improve things or perhaps you want to give some feedback? Get in touch with us straight away, contact our Marketing Manager Cherie-Anne Baxter at any time for a confidential chat, either on 0121 314 3606 or 07790 551 387. Alternatively feel free to email your feedback or suggestions to her on chez@aspirepeople.co.uk. Don't hesitate to let us know if your consultant is doing a good job too! We really care about the experience your have with Aspire People and welcome your feedback.

We take pride in listening to our candidates and how they feel

We hope you enjoy your time with Aspire People

Additional Resources

★ Common Questions and Answers

What happens if I am running late for school?

It is important that you keep your consultant updated with your progress. If you think you are going to be later than 8.30 you must ring the agency as soon as possible so that your consultant can update the client.

How do I call in sick?

In the event that you are unable to attend school you must ring the agency by 7.30 and speak to your consultant to explain why you are not going in. You must also ring your consultant by 14.00 to let them know whether you are going back the next day.

What happens if I get to the classroom and I can't find the lesson plan?

Always follow the lesson plan. If you can't find this send one of the pupils at the front to go and get the cover co-ordinator or the head of department. It is vital that you get the pupils settled down and quiet, perhaps start them off with an enjoyable exercise which gets their brains working.

How can I get the class silent at the beginning the lesson?

The best way to start is to get the pupils to line up outside the classroom and ensure they look presentable, rather than you walking in to the lions den with them already at their tables! Then ask them to put their coats on the chair and to take a seat.

Make sure that you have complete silence before speaking, if you have to wait 10 minutes with your arms crossed then so be it! Begin by introducing yourself and what your expectations for the lesson are. A good ice breaker is to ask each pupil to stand up, tell you their name and a bit about themselves.

Ensure that every pupil raises their hand before speaking

What is the protocol if a classroom becomes out of control?

It is imperative that you do not touch any pupil, in case you are accused of assaulting them. Try to verbally break the argument up and immediately ask another pupil to go and get help.

Any physical or verbal abuse to yourself or another child should be reported to the Head Teacher. Being firm and fair and setting clear boundaries will go a long way to ensuring that you have a successful day. It is not acceptable to use physical force to discipline a student in any way. Be sure to keep your distance when addressing discipline / behaviour issues and avoid being alone with any student at any time.

★ Helpful points for cover teachers & cover supervisors:

- Bring a sense of humour to school and a thick skin. Remember that pupils don't cope with change very well. Don't take things personally.
- Go to school prepared and always have a few tried and tested lessons to hand in case work is not set.
- Set clear expectations and boundaries at the beginning of the lesson
- Present yourself as firm and fair
- Be sure to follow through on the consequences of poor behaviour
- Address the behaviour not the person. Keep the two separate when dealing with discipline (Your behaviour is not acceptable as opposed to you are not etc)
- Avoid power struggles with students. If a child refuses to do something, at first react politely and pleasantly to show they haven't ruffled you. Repeat the action followed by a time frame of when you will return to them. After giving the instruction then walk away, this shows the student that you trust them to manage themselves. Follow up your actions and give appreciation when the student complies.
- Get up off your seat, walk around the classroom and interact with the class.
- Keep calm and confident – do not shout.
- Be prepared for technology (computers/projectors/interactive whiteboards). Sometimes technology fails, so always have a backup.
- If a class has reached an unacceptable level of chattiness get them all to stand up, wait in silence until they do. Once they are all stoop up and silent, wait 2 more minutes before telling them the noise levels are unacceptable and that when they sit they will now continue to work in silence.
- Try to learn names and make use of them during the lesson.
- Remember the names of the Head Teacher and senior Management and refer to them if necessary during the lesson.
- Always carry your own board pen!
- **Avoid:**
 1. Shouting and losing your temper
 2. Negative speech or body language
 3. Focussing too much on poor behaviour and not the good.
 4. Whole class punishment i.e. detentions
 5. Inconsistencies in discipline
 6. Entering the classroom unprepared

★ Example answers to the safeguarding children questions.

What does ECM stand for?	Every Child Matters
What are the 5 ECM Outcomes?	Be Healthy, Stay Safe, Make a Positive Contribution, Enjoy & Achieve, Economic Well Being
Who has a position of trust?	Someone who carries out work , paid or unpaid on behalf of an agency and people who have access to children or privileged information about children as part of their work.
What are the 4 Types of abuse?	Physical, Emotional, Sexual, Neglect
Give examples of signs of emotional abuse?	Rocking, Self – harm, over reaction to mistakes
During a lesson you witness a child being bullied by another pupil what should you do?	Raise it with the child protection officer or head teacher
A pupil asks if you can keep a secret, they want to confide in you. What should you do?	Child abuse is a sensitive subject which requires a degree of discretion. Pupils might seek to confide in you because they trust you. You firstly need to make them aware that you cannot guarantee you will keep it confidential if you think they are at risk of harm. Advice on sharing such sensitive information should always be sought from the senior staff in the school.
What should you do if you suspect a colleague is abusing a child?	You are required by statutory guidance to discuss it with your SMO or LADO, or where you believe a child is at imminent risk make a referral to Children's Social Care.
A pupil is due to hand in some coursework but they miss the deadline and ask for your personal email address so they can get it to you for the weekend? What do you do?	Do not give them it, you should not seek to establish social contact with pupils, adult/pupil relationships must remain professional. If you do establish or encourage any contact it will raise serious questions about your motivations.
While your back is turned you notice that your mobile phone, which you left on the desk has been switched on. That evening you receive an anonymous text message which reads, "Hi gorgeous x". You do not recognise the number of the sender. What do you do?	Report the circumstances to the head teacher or child protection officer.
A pupil becomes disruptive, you ask them to improve their behaviour but they leave for the door. You ask them to return to their seat but they refuse. What do you do?	Don't stand in their way or prevent them from escaping. Let the pupil go and report the situation to a senior member of staff immediately.
A fight arises between two pupils. One of them falls to the ground and the other pupil continues to kick them. The pupil on the ground is crying for him to stop. What should you do?	If it is critical, ask the pupil to stop, repeat the instruction and if they fail to do so place yourself between the two pupils. If you do not have the ability to do this ask surrounding pupils to get help whilst you continue to stop the fight verbally. Do not restrain them, do not push them against the wall and do not hit them. If a pupil is inflicting injury to others or themselves and you feel you need to restrain them you must only use the minimum force necessary .

Handover Sheet

Feedback for the lesson being covered

Name of Teacher:	Subject:
Form/Group:	Date/time of lesson:
Lesson Objectives	
Work Completed	
Tasks/Activities: (including homework set)	
Positive outcomes of lesson	
Negative behaviour	
General feedback & comments on lesson:	
Name:	Signature

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