

University of St Mark & St John, Room 129

Derriford Road

Plymouth

PL6 8BD 01752 784436

Supply+



Important Information – please read and sign

We care about you and the quality of your teaching, so we will try to ensure you get the support and CPD you need to be the best teacher you can be. In return, and for you to make a great impression on all your schools visits as an outstanding teacher, we are very committed to you and would expect your commitment in return **we'd expect you to:-**

- Keep your database calendar up to date, it will be assumed that when a booking is made for you, you will honour the booking.
- If you receive a call or verbal booking from outside Supply+ please check you have not received a booking from us before agreeing to an outside booking. If you cannot access your database at that time, please give the office a call to check your availability.
- Please tidy up the classroom at the end of the session so it's just how you'd like to find it.
- Leave a note for the teacher so they can see what you've achieved in your session.
- Complete any marking as reasonably expected.
- We expect you to conduct yourself in a professional manner at all times and be neat and tidy in presentation.

Code of Conduct

- The Child's welfare is paramount.
- You have a 'duty of care' to the students.
- Be responsible for your own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Must work and be seen to work in an open and transparent way.
- Apply the same professional standards regardless of gender or sexuality.
- Conduct yourself in a way that reflects the values of the school and meets the expected high professional standards.
- Provide a good example and a positive role model to students
- Behave in a mature, respectful, safe, fair and considered manner
- Not embarrass or humiliate students
- Not discriminate favourably or unfavourably towards any student.
- Ensure that relationships with students remain on a professional footing.
- Not make arrangements to contact, communicate or meet with students outside work.
- Avoid publishing or allow to be published any pictures or comments that could damage your professional reputation or the reputation of the schools. Please be aware of the dangers of using social websites, email, text and facebook that are fully accessible to pupils, parents or colleagues.
- Not developing personal relationships with students away from school.
- Be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- Must adhere to schools policy regarding mobile phones.

We will endeavour to obtain and send you the Behavioural and Safeguarding policies for the school you're attending. Please read them and operate to that schools standards and protocols.

To ensure you get paid, please make sure you sign off your time sheet on line and at the end of your session with the school's admin person (if required).

We value your feedback on all your in-school experiences, please return the feedback form so we can monitor and suggest any appropriate actions.

You are welcome to contact us if you need to talk about any aspect of your work with Supply+.

Signed..... Name Date.....