

Important Information for Supply Staff



Part of **tes**

What happens next?

Vetting and safeguarding checks

We need to complete a number of checks before we are able to offer you any work. Our branch resourcer will work alongside our Safeguarding team to complete these checks. They will chase your references, process the relevant paperwork and ensure you are fully compliant before starting work with us. We aim to make this process as quick as possible, but certain factors are out of our control such as delays in getting references returned and the time taken to process your DBS (Disclosure and Barring Service) check. If we are struggling to get a response from any of your references, we may ask you to contact them.

CV

If you haven't already provided us with an up-to-date digital copy of your CV, you will need to do this as soon as possible. We can email you our CV template, which you will need to complete and return to your branch resourcer.

Safeguarding and child protection courses

In line with the Department for Education's 'Keeping Children Safe in Education' guidance, all our supply staff will be asked to provide certificates of training in safeguarding and child protection. The certificates should be dated within the last 12 months and will need to be updated annually. If you have not completed safeguarding and child protection courses within 12 months, we can facilitate this by registering you with EduCare following your registration interview, and you should complete the 'Safeguarding Young People' and 'Child Protection in Education' course on EduCare's website. There is a 'Child Protection Refresher' course on EduCare for staff who have previously completed child protection training, but there is no refresher course for safeguarding training - staff would need to complete the 'Safeguarding Young People' course. EduCare registration and course content are available free of charge to our supply staff. Alternatively, you can source suitable alternatives at your own expense. These courses must be completed before we can offer work to you.

You will receive an email with your EduCare login details after your registration interview. Once your account has been activated, it normally takes up to 24 hours for the courses to appear.

In addition to the 'Safeguarding Young People', 'Child Protection in Education' and 'Child Protection Refresher' courses, there are lots of other free online courses available to you on the EduCare website including 'A Practical Guide to the GDPR', which we also recommend you complete. See the EduCare flyer included in your pack for more information.

DBS

As part of the clearance process, you will be asked to provide a DBS that is on the Update Service. If you do not hold one, we can process one on your behalf. With your permission, this certificate is checked regularly for any changes.

It's important that your registration with the Update Service does not lapse. We encourage supply staff to select the automatic renewal option where possible. Please be aware that if your DBS lapses, we will be unable to offer you work.

Practical advice

We really want your experience of working for us to be a positive one. We have extensive experience of working with schools and education professionals like yourself, so you are in safe hands.

Top tips

- If you are working on day-to-day supply, please be up and ready for around 7am.

- In addition to accepting the booking verbally with your consultant, you will also receive an email booking confirmation. Please click on the link in the email to confirm the booking. We would advise using a diary to record all past and upcoming bookings.
- Always remember to take your photo ID (passport or driver's licence), original DBS certificate and overseas police check (if applicable) with you to a booking for the school to sight.
- Please be mindful that some schools have different start times. Always double-check what your arrival time should be with your consultant. If it's your first day at a school, aim to arrive 15 minutes before your booking starts.
- Have resources ready to go, so you can deliver a lesson at short notice.

Keeping in contact

Availability

In order to ensure we're offering you an appropriate level of work, it's really important you keep us up-to-date with your availability. We send out regular texts to establish your short-term availability – please reply to these as soon as possible.

Alongside weekly texts, you will also receive regular availability surveys via email. These are sent out at key points during the year, usually during school holidays. Completing them will only take a few minutes and will ensure we know exactly what type of work (and how much) you're looking for.

Feedback

As an agency, we rely heavily on feedback to improve our services, from both schools and staff.

Alongside completing your yearly satisfaction survey, we would also advise that you keep in touch with your local branch to provide us with feedback - good or bad – as we really want you to feel part of the team.

We'll also ensure that if we get any feedback about you from schools, we will pass this on to you as soon as possible.

Communication preferences

You have full control over how you prefer us to keep in touch with you about temporary and permanent job opportunities, free training and events for teaching and support staff, and other relevant work-finding news, information and events. You can review and update your contact preferences by contacting your local branch.

Social media

You can keep up-to-date with everything happening by following us on social media. We have company accounts on Facebook, Twitter and LinkedIn. Alongside our main Facebook page, each branch has their own Facebook page where you can see news and events coming up and jobs in your area.

Pay and benefits

Pay day

Your pay for the previous week will go into your account on a Friday (or a Thursday if it's a bank holiday Friday), pending the schools confirming your timesheets online. We do not use umbrella companies - you will be paid each week by our in-house Payroll team using the Pay As You Earn (PAYE) system.

If you have any queries about your pay, contact your local branch rather than discussing it with the school directly.

Pay slips

Following your first shift with us, you will be sent login details to access our payroll portal at www.eezytime.co.uk. You must use the username and password you set once you've activated your online account to login each time.

Once you have activated your account, you will receive an email each time a payslip is ready, which will include a direct link to your payslip on the Eezytime website.

Your payslip will not be available for you to view until midnight on the day you receive the email (Tuesday for ABC Teachers supply staff and Wednesday for Vision for Education and Smart Teachers supply staff).

You will see your holiday pay (which we incorporate into your daily rate), any deductions or adjustments, along with your net and gross pay.

If you have any queries about your tax, you will need to discuss this with HMRC. You can find their details in the useful contacts section of this document. For anything else, please contact your local branch.

Pensions

After 12 weeks of employment, you will be auto-enrolled into our pension scheme. This is managed by NEST and is an opt-out service. If you have any queries about your pension, you will need to contact NEST directly. You will find their contact details on the pack they send out to you, or in the useful contacts section of this document.

Supply staff who do not work for 6 months

If you do not work for us for a 6-month period, you will become dormant on our system and will need to complete an updated clearance process before your next placement. At the point your file becomes dormant on our system, we automatically send you a P45. Should you require a P45 earlier than the 6-month marker, for instance, for a new role, then please contact our in-house Payroll team using the contact details at the end of this document.

Agency Workers Regulations (AWR)

We are always working to ensure our teaching and support staff get the best deal possible.

AWR entitles agency workers to the same pay and other working conditions enjoyed by a hirer's own workers, after the agency worker has completed 12 weeks of service in an equivalent permanent school role with the same hirer. (The 'hirer' is the school/academy).

After the 12-week period, you are eligible to benefit in the following areas in line with the hirer's own workers:

- Pay (in the case of teachers, teaching assistants and cover supervisors, this means the agency worker's scale rate, as determined by the school's pay policy as if they had been recruited directly and NOT that of the employee they are covering).
- Duration of working time.
- Rest periods.

In addition, the regulations state agency workers' rights from the first day of work, such as access to job vacancies and on-site facilities.

For more information about AWR, please see our website.

Lapsed registration

If you do not work for us for a six-month period, you will become dormant on our system and will need to complete an updated clearance process before your next placement. At the point your file becomes dormant on our system, we automatically send you a P45. Should you require a P45 earlier than the six-month marker, for example for a new role, then please contact our in-house Payroll team using the contact details at the end of this document.

CPD and social events

CPD

We are committed to the professional development of all our teaching and support staff.

Continuous Professional Development (CPD) is vital for our supply staff. CVs with recent, relevant courses listed are much more appealing to schools and will boost your chances of securing the job you want.

We provide all our supply staff with a free EduCare training package. The package includes lots of accredited online safeguarding and duty of care online training courses.

Following your interview, EduCare will email you a username, password and link to their website. Once your account has been activated, it normally takes up to 24 hours for your courses to appear.

Once you complete a course, please email us your certificates of completion and we will be happy to update your file.

In addition to EduCare, we also offer a wide variety of classroom-based training. All courses are free and run throughout the year at various locations. They cover topics such as:

- Safeguarding
- Team Teach

- Phonics
- SPaG
- Autism awareness
- Developing personal resilience, and
- Behaviour management.

It's really important that you make yourself available for as much training as possible, especially if you are working on day-to-day supply. For details of upcoming training in your area, please visit our website.

Social events

We hold regular social events for teachers and support staff, giving you the chance to network with schools and other supply staff and widen your professional contacts - as well as having a great night out! For details of upcoming training in your area, please visit our website.

Recommend a friend or colleague

Refer a friend or colleague to work for us and you'll both get rewarded - £125 for you and £125 for them.

We've got lots of great jobs available for teachers, TAs, HLTAs, cover supervisors and other support staff across primary, secondary and SEND (special educational needs and disabilities) schools. You will earn a reward for every person you refer once they have registered with us and worked 30 full days or been appointed to a permanent role.

See the 'Refer a friend' section of our website for full terms and conditions and to make a referral or get in touch with your local branch.

Useful websites and contacts

Vision for Education

0800 085 0644

www.visionforeducation.co.uk

ABC Teachers

0800 030 4014

www.abc-teachers.co.uk

Smart Teachers

020 7065 7500

www.smartteachers.co.uk

In-house Payroll team

Vision for Education - 0114 349 1500

ABC Teachers - 0114 349 3322

Smart Teachers - 0114 349 3303

EduCare (CPD): www.myeducare.com

Eezytime (Payslips): www.eezytime.co.uk

NEST (pension): www.nestpensions.org.uk

HMRC 0300 200 3300

(Tax Office PAYE Reference Number 406/JA16102)

Track your DBS: www.gov.uk/guidance/track-a-dbs-application

Department of Education: www.gov.uk/government/organisations/department-for-education