



# TEACHERS CODE OF PRACTICE

## IT IS IMPERATIVE YOU FOLLOW OUR GUIDELINES

- There are 2 ways we can offer you work. Early morning bookings, or advanced bookings. Schools will phone us from 6:30am up to 9am and beyond. When you accept a booking, please make sure you get to the school as quickly as you can. If you accept advanced bookings, you will need to be in school at least 45 minutes before the start of the school day. Please inform the office/ school immediately if you have any travel delays and always check the school's starting time.
- Maintain professional standards of dress and appropriate behaviour whilst in schools.
- Keep up-to-date on National Curriculum issues and your subject specialism. Teach and supervise classes effectively, to the best of your ability.
- Prepare lessons when known, or follow the plans left by the class teacher.
- Provide your own materials/classroom resources so that you are able to 'stand alone' in emergency bookings.
- Mark any written work before leaving at the end of each day. Please follow the school's marking policy, reading the class teacher's comments/style will give you a clear idea of the school's expectations.
- Please follow and support the school's behaviour management policy, rewarding and recognising the positive is the most important thing. Also use your own rewards. Children love stickers and certificates.
- Leave our handover form for the class teacher.
- Carry out reasonable requests made by the SMT, playground or lunch duty etc.
- Have your DBS and a form of identification with you at all times. Some schools will not let you on to the premises without these documents.

- Please leave your mobile phone on silent/vibrate, so that you can receive messages from us. Please don't use your phone when you are teaching. Call us back at playtime/lunch-time.
- Future Education expects workers to fulfil their duty to keep young children safe and to protect them from discrimination and from physical, emotional and sexual harm.
- At interview, all candidates are required to agree with our safeguarding and child protection policy, this confirms they will:
  - Provide a safe environment for children to learn in schools and nurseries and other educational establishments.
  - Identify children and young people who are suffering, or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.
  - Agree to Future Education Ltd.'s safeguarding following written guidelines. Which upon request, can be sent out by post to any client school
- Speak to someone in the office and keep us up-to-date with your availability.
- If you are cautioned or convicted of a criminal offence which would not be filtered in line with current guidance. You must tell us immediately.
- If you want to apply for a job at one of our schools, or if a school invites you to join their staff permanently, please let us know.