A photograph of a dandelion seed head in a field of tall green grass. The dandelion is on the left, and several seeds are blowing away towards the right against a bright blue sky with light clouds. The image has rounded corners.

# Code of Conduct

Classroom Teaching Induction Information

## Code of Conduct - Classroom Teaching Induction Information

The purpose of this document is to ensure that everyone registering with [4myschools](#) is clear about the standards that are expected of all our supply teachers. This is to ensure our reputation with schools remains that of a quality service with committed and well-motivated teachers. In return we pledge that we will ensure your best interests are always maintained; that you are paid well for day to day supply and that for long term assignments you are paid in line with the Teachers National Pay and Conditions and Agency Worker Regulations.

Please take note of the following expectations:

### [4myschools](#) expects you to:



- Be punctual, smartly dressed and arrive early enough to be briefed by the school.
- Have lessons prepared for the appropriate age and ability of the children you are required to teach and fit in to the day to day running of a school i.e. yard duty, under the guidance of the head teacher.
- Take a full role in school life including parent's evenings, completing records, testing and child assessments when placed on longer assignments.
- Comply with the school's procedures, policies and practices and be aware that physical punishment and contact of any kind is not permitted, failure to comply with this could result in criminal prosecution – whatever the circumstances.
- Be sensitive to what constitutes inappropriate language, and avoid the use of any language that could be perceived as being negative or offensive.
- Have an understanding of children with special educational needs.
- If you need to leave school grounds during lunch time break, inform the member of staff in charge of supply, sign out and then sign back in and report to the same person on arrival back at school. You must arrive back at school with time to prepare for your next lesson. Failure to be in class and fully prepared at the start of the next lesson will not be tolerated.
- To maintain high standards of conduct as indicated in the [4myschools](#) Code of Conduct
- Do not enter in to any discussion around alternative arrangements to your agreement for supply at the school. If you feel that the schools would be interested in an alternative arrangement e.g. transfer to a permanent contract you are must first contact [4myschools](#) to make us aware of this.
- Do not exchange social networking information or take any photos of students or the school environment.
- Complete a feedback sheet supplied for each lesson covered and hand to the appropriate person in charge
- Read and understand '[Keeping Children Safe in Education](#)'



## PREPARATION

Classroom teachers and staff need to be prepared for any situation or circumstance that could arise in a classroom.

At [4myschools](#), through our staffing technology we aim to give you as much notice and information as possible about each assignment to enable you to prepare your day, but obviously due to the nature of the work this is not always an option. Therefore, it is recommended you have some standard planning work available.

When you receive advanced notice of a booking it would be useful to liaise with the school to discuss the requirements of the day's supply.



Even if work is set, always take some work with you as a backup.

Make sure your plans in are in line with the National Curriculum. Do not plan child-minding activities e.g. copying from books or colouring in pictures etc. Make the lessons challenging, motivate the pupils and get them involved. Bring what is unique about you as an individual into the classroom. Try wherever possible to plan ahead. You will find a standard lesson plan on our website that you may find useful.

Remember that behaviour breeds behaviour and that schools ultimately decide whether you are suitable to adhere to the high standards maintained in their school. We would like you to exceed expectations.

Don't rely on the school for resources; make sure you have the basics, pens, paper, rubbers, pencils, coloured pencils, rulers, chalk and white-board marker etc.



If in doubt always seek advice from the school.

Have little short fill-in activities for the class or individual pupils and some short stories or poems for the end of the day.

The majority of schools will be able to provide you with facilities i.e. photocopying but always ask before using any facilities at the school. However, at [4myschools](#) we also offer you access to a computer with internet access, along with a printer and photocopier should you require it.

We advise you to look at the CPD section of our website where you will find CPD material.



## GETTING STARTED

Always arrive half an hour before the day starts, if you have been given sufficient notice of an assignment. (If it is a morning booking, you are required to arrive as soon as you possibly can).

It is also essential that you know where the school is before you set off; therefore, a local A-Z is imperative. A map of the school and directions can be accessed from the [4myschools](#) system via multimap.

Schools are impressed with a professional teacher who comes prepared and ready to teach.



Always ask what the behaviour and discipline procedure is in the School and where your nearest support is.

As part our school system implementation we urge schools to add this vital school information to the [4myschools](#) system so that you are better prepared before you arrive at the school.

### What Information do you need to know?

#### Primary Schools

- Head teacher or key staff member
- Name of teacher you are covering
- Who to report to in case of incidents e.g. discipline, accident etc.
- Behaviour & Discipline procedure
- Be familiar with school layout e.g. maps, staff room, toilets,
- Fire assembly points, offices and emergency policy e.g. fire.
- First Aid

#### Secondary Schools

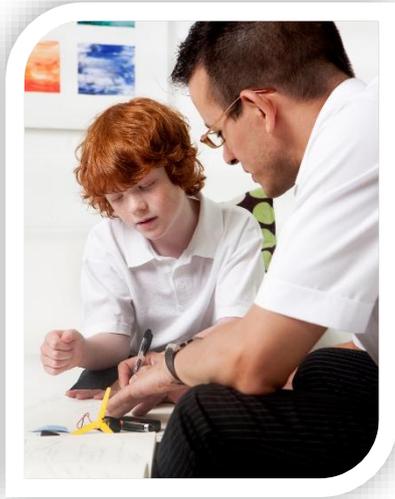
- Senior teacher in charge of supply
- Head of Department
- Who to report to in case of incidents e.g. discipline, accident etc.
- Behaviour & Discipline Procedure
- Timetable
- Be familiar with school layout e.g. maps, set work, staff room, toilets, resources.
- Emergency policy e.g. fire.
- Keys for classroom.
- First Aid.

## CLASSROOM AND BEHAVIOUR CONTROL

You are replacing the regular teacher and the pupils may see it as an opportunity to have a break from real work. The loss of continuity can cause major problems in a classroom.

Organisation is the key; the more in control you appear to be the more chance of success you have. Discipline is very important so always adhere to the school's disciplinary procedure. Tolerance levels have to be very high on supply, **DON'T PUT YOURSELF AT RISK** if there is a confrontation, get a senior member of staff involved. Remember to use reward systems to praise work done.

- No physical punishment is tolerated; you could be liable to criminal prosecution.
- If a situation occurs, always follow the school procedure.
- Don't put yourself at risk.
- Don't leave the class unattended; send two responsible pupils to bring the Head teacher or senior teacher available.
- Always report any incident to the Head teacher at earliest opportunity.
- Always give the school a written account of the incident.
- Always report any incident, which you feel, may give cause for concern to [4myschools](#) at the end of the day.



## GENERAL OBLIGATIONS

The safety of the children under your care is your responsibility. Always follow the school's procedure for the collection of children and ensure they leave school safely.



Always leave a positive impression with the school.

- Leave hand over notes for the teacher you are covering.
- If work is left always make sure that the planned outcome is met.
- Always help with non-teaching activities e.g. playground duty etc.
- Make sure classrooms are left tidy.
- Make sure all work is marked.

If, for any reason, you can't make an assignment that you have been booked for, please let us know as soon as possible before 7.30 am on the day of the assignment at the latest. This will give us time to replace you and cover the schools need.

You will not be able to cancel the assignment online you must call your local office otherwise both [4myschools](#) and the school will think you are on your way.

Alternatively, should a school wish to extend your assignment or offer you further work in the future please keep us informed. Remember if the school do not add the vacancy onto the system you will not be paid.

It is always important for you to keep in contact with [4myschools](#) so that we can provide you with regular feedback and news on longer term and permanent assignments.

Please remember to notify us of any changes to personal details i.e. name address or bank details etc. as soon as they happen so that our records are up to date.

For additional security purposes, Schools will be able to view your current digital photograph on-line, CV and DBS/List 99 disclosure numbers and expiry dates.

Should you encounter any problems during an assignment please notify [4myschools](#) immediately on 01245 353808, we are here to help. We will do everything in our power to resolve the issue.



## KEEPING US UPDATED ON YOUR AVAILABILITY



The free availability app to share your work and private events with us and all your preferred contacts whenever your availability changes; save time and get more offers for days you are available.

To see the updatededge website go to: <https://www.updatededge.com/supply-teachers/>

Please download updatededge for free from the App Store or Google Play Store. If you have any issues please email: [support@updatededge.com](mailto:support@updatededge.com) rather than 4myschools.

Add your Consultant as a contact, put in all your work and private events and then share. (We only see that you are working or have private events and times we don't see any confidential information). We will then know when you are available or not and when you change your availability.

You don't need to call or email us ever again to update your availability with us or any of your contacts. Keep your updatededge schedule up to date and share regularly (once a day would be good) just click the share button daily to confirm nothing has changed so we know for sure.

In the near future you will be able to add all your preferred schools contacts and they will see your availability too.

Your updatededge events may start and finish outside the event times displayed in this availability report. The start and end times used by 4myschools only display events relevant to teaching times.

To unsubscribe from future emails from 4myschools please email: [unsubscribe@4myschools.org](mailto:unsubscribe@4myschools.org)



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