

SUMMER 2010 – SOLO PLUS CODE OF CONDUCT (TEMPORARY STAFF)

Staff will be available, to the school, for a minimum of 6.5 hours per day directed time, in accordance with National Terms and Conditions. This does not include time allowed for breaks. Teachers may use their own discretion with regard to meal's supervision, but will be expected to do playground duty as directed.

As a minimum, Staff will be expected to arrive 30 mins. before start of school for briefing. It is important to be aware of the location of the school and allow ample time for travel.

You should be available for at least 30 mins. at the end of the day.

It is the Primary Teachers responsibility to follow the school's policy on late pick up of children in their care.

As a minimum you should be aware of the following:

Times of the school day, including any duties you may be expected to perform. Most schools will have an induction pack for temporary staff.

Plans/work programmes set for the classes you will be taking, all work set by the school is to be followed. In some cases (unplanned illness etc.) work may not be set. You should have your own appropriate lesson plans and resources.

The school's functional and curricular policies and procedures, as relevant to your assignment, e.g. Discipline, Health and Safety (identity and location of First Aider). Registration, Equal Opps. Procedures in case of accident, going to the toilet, Fire Drill etc. etc. (These should be displayed in the classroom/in the induction pack).

Details of any special circumstances/needs medical or educational, of any individuals/classes assigned to your care, including any relevant educational programmes.

Teachers should leave a summary (outlining work done, success, problems etc.) for the regular teacher and should leave the classroom tidy. Some schools may prefer work done separately on paper.

The authorised signatory should sign your timesheet at the end of the day/week. Give the school the BLUE copy, retain the PINK copy for your records and send the top copy to Solo Plus (can be faxed on 020 8778 2525/5051).

Staff must inform Solo, and the school, as early as possible when they are ill so that alternative arrangements may be made.

Dress is to be professional at all times. Casual wear (i.e. jeans) is not acceptable. Staff are required to set a good example to the children at all times, bad language is unacceptable.

All staff must carry out professional duties as the circumstances may require, under the reasonable direction of Solo Plus and of the Head teacher of the establishment in which s/he may be for the time being required to work. If for any reason staff do not feel confident to carry out duties as directed *they must inform the Head and Solo Plus.*

Mobile Phones should be switched off at all times whilst performing teaching duties.

Confidentiality, Staff shall not at any time divulge to any person, nor use for his/her own or any other person's benefit, any confidential information relating to the Client's or Solo Plus Ltd. employees, business affairs, transactions or finances.

The following duties shall be deemed to be included in the professional duties which a temporary member of staff may be required to perform:-

a) Planning and preparing lessons.
b) Teaching, according to their educational needs, the pupils assigned to you. The setting and marking of work carried out by the pupil, in school and elsewhere, as is reasonable, considering the length of each contract to a particular school.

Teachers must not undertake lessons or work for which they are not legally qualified, i.e. swimming instruction. When required to take pupils out of school, teachers must assure that they comply with the local adult/pupil/teacher ratio, *check with the Headteacher.*

During practical lessons such as laboratory work, PE, etc. etc. children/pupils should not be left unattended. It is advised that you only undertake practical work if you feel confident and are qualified to do so. If you feel unable to take on practical work, *please see the Headteacher.*

c) Assessing, recording and reporting on the development, progress and attainment of pupils, having regard to the policies of the school, as is reasonable considering the length of each contract to a particular school.

d) Promoting the general progress and well being of individual pupils of any class or group of pupils assigned to you.

e) Providing guidance and advice to pupils on educational and social matters.

f) Making records and reports on pupils as is reasonable considering the length of each contract to a particular school.

g) Communicating and consulting with parents, other teachers, governors and school management, as is reasonable considering the length of each contract to a particular school.

h) Participating in meetings regarding the above as is reasonable considering the length of each contract to a particular school.

i) Maintaining good order and discipline amongst the pupils and safeguarding their health and safety.

Corporal punishment is illegal, any temporary member of staff in breach of this statute will be dismissed from service with Solo Plus.

It is advisable to avoid physical contact with children wherever possible. There are times when physical contact is difficult to avoid, particularly if it is necessary to safeguard health and safety. In all circumstances teachers are in 'loco parentis', that is they must act as a reasonable parent might be expected to act, any actions may be judged against this criteria.

j) Managing and/or supervising classroom support staff, as is reasonable, considering the length of each contract to a particular school.

k) Attending assemblies, registering attendance and supervising pupils, as is reasonable, considering the length of contract to a particular school, and in accordance with the school's own policies and guidelines.

SOLO PLUS GRIEVANCE PROCEDURES

If a Temporary Worker wishes to make a complaint against Solo Plus Limited the procedure to be followed is

Step 1

In the first instance the complaint should be made verbally but it must then be confirmed in writing and sent to Solo Plus Limited

Step 2

Solo Plus Limited will write to the Temporary Worker with an invitation to attend a meeting to discuss the matter.

Step 3 Appeal

If the Temporary Worker wishes to appeal an appeal meeting will be held at which the Temporary Worker will have a right to be accompanied.

After the appeal meeting Solo Plus Limited will inform the Temporary Worker of its final decision.

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