***Help Guide***

**Prior Assignment Procedures**

* Confirm availability on Friday for the following week
* Plan appropriate journey to the school (and back up) allowing for traffic
* Have a clear idea of the role that you are undertaking (we will call you to discuss this in person)
* Documentation ready for the school: ID Badge / DBS / 2 Forms of ID (one must be photographic form)
* Appropriate dress code, suitable to the assignment (please contact us if not sure)
* Agree the rate of pay
* Know the times of the day including the end of the school day

**Arrival**

* 8.15-8.30am at Main Reception
* Sign in using the school’s procedures
* Obtain visitors badge / also wear Top Up Teachers ID Badge
* Verify all documentation with office staff
* Familiarise yourself with the school’s buildings (locate the staff toilet!!)
* Read/informed of all Safe Guarding procedures
* Take note of the DSL for the school
* For a first visit to a school TEXT Top Up Teachers on arrival
* Check what the procedures are regards to Mobile Phones. To protect yourself from any potential allegation, please only use them in designated areas. At no point use them to obtain images of children working within the school’s environment

**During the day**

* At all times follow the expectations as outlined in our terms and conditions that you signed
* Locate the person who will inform you of your responsibilities for the day/assignment
* Make sure you have all materials appropriate for the day/assignment
* Report any issues during the day to Top Up Teachers in writing, and to the designated SLT member at the school you are working in
* Smile and enjoy your day. Remember children respond to happy, enthusiastic staff who clearly love their job. This must be you, or we would not have recruited you!

**End of the day**

* Locate the SMT member if possible to briefly state how the day has gone and thank them for the day
* Sign out at reception
* Remember to collect all your documentation and hand in school’s ID badge
* Text us to let us know how it has gone