



Thank you for registering with New Directions.

Please allow us to provide you with some background information about our company and some guidelines to adhere to as a Supply Teacher/Support Staff with New Directions.

Background Information: -

New Directions Education was established in 1999. New Directions is Wales' largest education agency specialising in the recruitment of education professionals and ancillary staff. We are able to provide permanent, long term and short term positions within the education sector to match our candidate's skills and requirements. New Directions also provide CPD training opportunities for our supply teachers to ensure they receive up to date training to enhance their teaching skills and increase their employment opportunities.

Our team consists of experienced recruitment professionals and senior educationalists. With our experience within the education sector collectively we are able offer an outstanding service to our candidates.

New Directions are the preferred supplier of Education personnel in RCT & Caerphilly.

New Directions are an umbrella body for the CRB and have links with the Teacher Training Universities in South Wales, GTCW, ASCL, NAHT and EBP.

In order to register with New Directions you must have a face to face interview with one of our consultants to provide us with a good understanding of your experience and requirements. You must bring the following documents: - **Teaching Certificates, GTCW record (if have QTS), an up to date CRB (if not valid then one will be requested via New Directions), proof of ID and address.**

Once you have successfully completed our recruitment procedure you can enjoy the benefits of being a New Directions Supply Teacher.

Benefits:-

- You will receive a personal service working with people who understand the education sector.
- Offered regular teaching work to match your experience and requirements.
- Competitive rates of pay.
- 'Introduce a Teacher/Support Staff Reward Scheme- Receive £100 once they have worked 5 days for us.
- CPD Training-quality training courses delivered by experienced educationalists.

Expectations:-

- **Communication** - keep in regular contact with us in order to inform us of your availability for work. It is advisable to contact us daily!
- **Absence**- Should you not be able to attend a booking, please inform us as soon as possible. On the day of the booking, we need to be advised by 7.30am.
- **Prepare** - ensure that you establish the following information before attending a school (Name and address of school/college, name of Headteacher/Principle and name of person to report to, the time to arrive, the class/subject that you will be teaching/supporting, if there is work prepared or if you have to prepare work).
- **Lesson Plans** - take some lesson plans appropriate to the year group that you will be teaching in the event that there is not work set.
- **Attitude** - you are required to have a flexible and enthusiastic approach to your work. Very often you will be expected to attend a school at short notice and adapt quickly to the culture of that school/college.
- **Professionalism** - you are expected to demonstrate your professionalism and conduct yourself appropriately at all times.
- **Punctual** - if you are given reasonable notice for your booking, please arrive at your destination at the expected time.
- **CRB** - have your CRB on your person whilst teaching.
- **ID** - wear your ID badge at all times whilst teaching.
- **Appearance** - ensure that you are smart and presentable.
- **Duties** - often you will be expected to carry out duties such as lunch time/supervisory duties after school etc.
- **Housekeeping** - please leave classrooms clean and tidy.
- **Mark work** - make sure all work is marked.
- **Forms** - during short-term cover, Primary Teachers are required to complete our 'Primary Supply Teacher Feedback Form' which you can download from our website www.ndteach.co.uk.
- **Feedback** - provide feedback to your consultant regarding the schools/colleges you have attended for us.
- **Respect** - the ethos of each school/college that you attend.

We look forward to working with you and together providing an excellent service to schools and education establishments in South Wales.

New Directions Education Recruitment & Training

**Elgin House
106 -107 St Mary Street
Cardiff
CF10 1DX**

Tel 02920 390 133

**Princess House
Princess Way
Swansea
SA1 3LW**

Tel 01792 477 727