



'TOP TIPS' FOR NEWLY QUALIFIED TEACHERS WORKING WITH AGENCIES

Newly Qualified Teachers are keen to secure a permanent teaching post as soon as possible. Supply Teaching is an ideal interim opportunity to develop your skills and broaden your experience. Very often, Supply Teaching leads to long term and permanent teaching posts.

Being a Newly Qualified Teacher can be an exciting but daunting time, therefore please allow New Directions to provide you with some guidelines and practical tips for registering with teaching agencies.

RECOMMENDATIONS: - Word of mouth recommendations; speak to fellow friends and colleagues in teaching who have obtained work through an agency.

REC: - Check that the agency that you register with is a member of the REC (Recruitment & Employment Confederation). This will ensure that adheres to the recruitment code of practice. To find a registered agency in your area, visit www.rec.uk.com

KEEPING YOUR OPTIONS OPEN: - Initially you may choose to register with a few agencies. Once you begin to receive regular work and build a good relationship with an agency, consider reducing the number of agencies you work with.

REGISTRATION PROCEDURE: - When registering ensure that you are met face to face with a member of staff from the agency within a professional environment, and make certain that they fully understand your employment requirements.

DOCUMENTATION: - You will typically be required to take the following documentation to register with an agency:-

- CV (to include details of your qualifications and teaching practices)
- Teaching Certificates.
- Proof of ID & Address
- Contact details for references (Course Tutor and Mentor from last teaching practice).
- 2 x passport photographs.

TERMS OF ENGAGEMENT: - When you register with an agency you will be required to sign a copy of their 'Terms of Engagement'.

CRB: - A recent Enhanced Disclosure Check (Criminal records check) will be required for your agency to place you within school. It is at the agencies discretion whether they accept a previous CRB check that you have or decide to take a new one out on your behalf. Some agencies pay the fee; others will request payment with a possible refund once you start working.

GTCW:-You will be required to register with the General Teaching Council for Wales in order to be able to teach in schools. Contact details: 02920 550350 registration@gtcw.org.uk

TEACHING:-Once you complete your teaching degree you are able to work as an 'unqualified teacher' until your receive your QTS Status in September. Your agency can assist in placing you within schools during June and July in order for you to gain confidence and experience.

INDUCTION YEAR:- Since September 2003, every Newly Qualified Teacher (NQT), save for certain exemptions under legislation, has been required to complete a statutory Induction period if he/she wishes to teach in a maintained school or non-maintained special school in Wales. This Induction period of three school terms or equivalent is undertaken upon the NQT attaining Qualified Teacher Status (QTS). Induction can be completed as a Supply Teacher (**refer to separate induction document**)

COMMUNICATION: - It is important to keep in regular contact with your agencies. Inform them of your availability, keenness to work and any change in circumstances. Provide feedback from your teaching experiences at schools you are placed in.

PAY: - Payment is generally made on a weekly basis paid directly into your bank account. Ensure that you provide your agencies with correct bank details and that you receive regular pay slips.

CHARGES: - You should not be charged to register with an agency! The agency charges the school for their service and the cost of the supply teacher.

ATTITUDE: - To be a successful supply teacher you will be required to have a flexible and enthusiastic approach to your work. Very often you will be required to attend school at short notice and adapt quickly to the culture of that school.

PLEASURE: - Enjoy working with agencies! Benefit from the variety of schools you will be introduced to and embrace the experience you will gain. On many occasions you will be offered a long term or permanent teaching post from your introduction to a school.

New Directions Education & Training
Elgin House
106-107 St Mary Street
Cardiff
CF10 1DX

Tel: 029 20390133

Fax: 029 20390134

Email: education@new-directions.co.uk
www.ndteach.co.uk