

Boxes 1-4 must be completed by Teaching Personnel supply staff. Failure to do so will result in the timesheet being rejected. It is the responsibility of supply staff to ensure that Teaching Personnel receive this timesheet by the following Monday.

|                     |                                 |
|---------------------|---------------------------------|
| 1. Week ending date | 2. Candidate's name             |
| 3. School name      | 4. Candidate's reference number |

Schools: Boxes 5-11 must be completed by the school. Failure to do so will result in the timesheet being rejected. Please photocopy this timesheet for your records if required.

| 5.       | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
|----------|--------|---------|-----------|----------|--------|-------|
| Full day |        |         |           |          |        |       |
| Half day |        |         |           |          |        |       |

I confirm that the total days worked are correct and will accept your accounts for the chargeable days at the agreed rate. I also accept Teaching Personnel's terms and conditions of business and note that a fee may be payable under clause 7 'Transfer and Introduction Fees' should we engage the candidate on a direct contract.

|                          |             |
|--------------------------|-------------|
| 6. Name                  | 7. Position |
| 8. School postcode       | 9. Date     |
| 10. Signature            |             |
| 11. School email address |             |

Teaching Personnel staff are expected to:

- Keep up to date on National Curriculum issues and subject specialisms.
- Teach and supervise classes effectively, as required by each school.
- Prepare lessons or teach ready-prepared lessons as appropriate.
- Supply appropriate materials for emergency bookings in the primary sector.
- Telephone the school to establish requirements for advance bookings.
- Mark any written work by primary classes before leaving at the end of each day.
- Mark any work in secondary schools unless placement is for a single day.
- Maintain professional standards of dress and behaviour.
- Carry out reasonable requests made by the school, including tasks like playground duty.

**We appreciate that some of the above expectations are more relevant to teachers and instructors than support staff.**

## Reduce Your Carbon Footprint with Teaching Personnel

Teaching Personnel's Online Timesheet Approval Service means that you could STOP using paper timesheets completely!

Schools wishing to use this extremely efficient service should visit [www.teachingpersonnel.com/otas/](http://www.teachingpersonnel.com/otas/)

We are confident that this service will save schools and supply staff, time and paper. We are also sure that once schools try this service, they won't want to go back to using paper!

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