teaching personnel

• Staffing
• Intervention
• Supply

Timesheet

Fax back on : 01707 386 386

Payroll Department • Personnel House • 99 Bridge Road East • Welwyn Garden City • Hertfordshire • AL7 1GL

Boxes 1-4 must be completed accurately by Teaching Personnel supply staff. Failure to do so will result in the timesheet being rejected. It is the responsibility of the 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 ref number :

Schools: Boxes 5 - 11 must be completed accurately 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 fees may be payable should a candidate be engaged 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.

Introducing:

Teaching Personnel's

CPD Academy

- **Search for lesson resources**
- **Browse and book CPD training events**
- **Contribute to our professional development blog**
- **Print certificates for your professional portfolio**
- **Update your CV**
- **Update your work preferences**

Login at www.teachingpersonnel.com

Teaching Personnel is committed to safeguarding and promoting the welfare of children

TP/TIME/0915

REC Audited EDUCATION
ISO 9002 REGISTERED FIRM
INVESTOR IN PEOPLE