

mana education

# Teacher Induction Guide



REC audited education holder  
We have achieved the gold standard for education recruitment

# Welcome to Mana Education

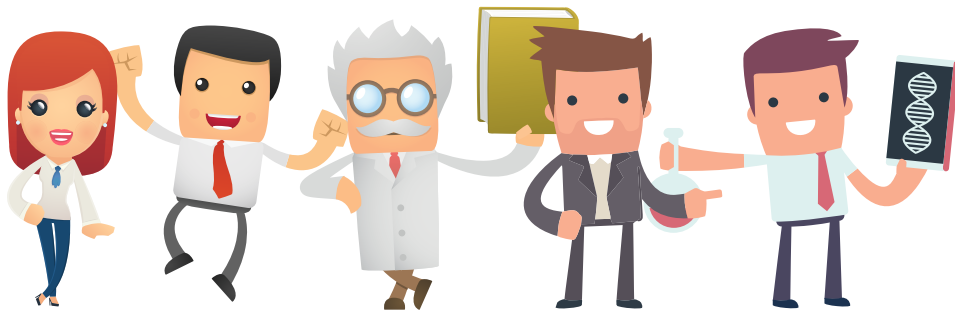
The home of happy teachers!

At Mana Education we pride ourselves on offering teachers a warm welcome, that you are dealt with in a courteous and helpful manner and feel part of the Mana family at all times. Our mission is to always work with honour and integrity in everything we do and everything we say. We are committed to Safer Recruitment and are proud to be a member of the REC, now holding the prestigious Education Audited award.

Supply teaching is demanding, enjoyable and rewarding at the same time. The key to successful teaching is having a positive attitude, being prepared and feeling supported.

We have produced this guide to help and support you throughout your assignments with Mana Education.

Thank you for choosing Mana Education to assist you with your teaching career and we look forward to working with you.



## Company Mission Statement:

*The heart of our business is our name, MANA. Derived from a Maori word meaning the quality that resides in people, roughly translated it means Honour and Integrity.*

*Our Mission therefore is to always work with Honour and Integrity in everything we do and everything we say.*

## Company Values:

*Recruiting responsibly  
Keeping Children Safe in education*

# What will Mana do for you?

**We will fully support you throughout your career with us as much as we possibly can. Just a taste of what we can offer is detailed below, however if you require anything please just ask your dedicated consultant:**

- Warm, friendly and professional service at all times
- Your own dedicated education specialist consultant to be on hand when you need them
- Find you assignments to suit your own needs including short, long-term or permanent work
- Provide you with as much information about your placement as possible
- Detail all our vacancies on our website at [www.manaeducation.co.uk](http://www.manaeducation.co.uk) for your perusal
- Keep in contact with you on a regular basis
- Provide advice, support and guidance throughout your time with Mana
- Respect your request if you do not wish to be sent to a particular school
- Local schools - we try to keep your travelling to a minimum
- Provide opportunities to earn tax free £100 vouchers of your choice for referring colleagues to us (terms & conditions apply)
- Offer excellent rates of pay (weekly) in line with AWR guidelines
- Access to free resources
- CPD - continuous professional development



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# Getting the most out of supply teaching

## Making contact for daily work

We endeavour to keep in regular contact with you to confirm bookings and your availability. This will not always be the case and you should not hesitate to make contact at any time. We will always do our best to match you with an appropriate school. If we do not have a suitable placement for you, your consultant will work hard in the background to find you one and will call you as soon as they find something. This may not be until the following morning so please be dressed and ready to leave the house by 7:30am!

## When you are unable to work

If you are unable to work due to illness, please ensure you call your consultant as soon as you know. If you are in an assignment for us, it is very important that we know early as we will have to arrange a replacement for the school.

## Checklist

Please make sure you have the following available to take into school with you. Having these in place will make sure you have a more organised and enjoyable day:

- ✓ Planning/preparation for your days' work suited to the age group that you will be teaching
- ✓ Versatile worksheets or resources
- ✓ Your Mana ID card
- ✓ Directions to the school premises
- ✓ Paper, pens & pencils
- ✓ Your DBS certificate

## Confirmation of a booking

Once you are placed in a booking we will send you all the details you need via email or text (whatever is preferable to you).

## Dress code and appearance

Please dress in an appropriate manner for your teaching role. If there are any specific dress requirements at the school, your consultant will make you aware at the time of the booking. Appearance is important; you should dress and act in a professional manner on all assignments. We recommend that you wear smart clothing, avoiding jeans and trainers (unless you are teaching PE, when a tracksuit or suitable sports wear should be worn, unless advised otherwise). When teaching Practical Science lessons a lab coat must be worn.

## Getting to school

On acceptance of a day's work, it is important that you plan your route and check your journey time to avoid any delays in your arrival. It is important that you arrive at school by 8:20am unless advised otherwise. If you are running late, please call your consultant as soon as possible so we can advise the school.

## Arriving at the school

The school will be expecting you (they will have been sent your photo on the vetting certificate issued to the school). When you arrive, please introduce yourself and show your Mana ID card & DBS certificate to the office/reception.

You should then be pointed in the direction of the person responsible for supply. It is important you report to this person as they are the link between Mana and the school. This person will be able to provide you with the schools Health & Safety policy, the school Discipline policy and any other essential information you will need. The majority of our schools will provide you with a supply teacher briefing sheet. This usually contains the information that you will require, but if in doubt, just ask!



## Before leaving the school

Supply teachers are contracted from when the school starts to when they require you to finish. Once the children have gone home, an extra half an hour should be spent, completing handover notes for the absent teacher detailing what happened during the day and tidying up the class-room.

Please use the Mana handover notes to save you time and provide a professional impression to the returning class teacher. Handover notes were given to you in your welcome pack. These can be photocopied. If you require an electronic copy, you will find this on our website or ask your consultant to email you a copy.

All schools expect the teacher to remain in the classroom until the children have been collected.



## Timesheets

It is the candidates' responsibility to obtain timesheets (unless stated otherwise). Please ensure you complete your weekly timesheet and return to Mana Education no later than Tuesday at 10am. You will have been given a few timesheets in your welcome pack. You will find an electronic copy on our website where you can print further copies should you wish. Please note, if timesheets are not received on time, your pay will not be processed until the following week.

If you have any queries on submitting timesheets, please contact your allocated consultant.

## Plan your day

Please aim to arrive no later than 8:20am as this will give you the opportunity to enquire about the school's expectations, policies and to find out the following:

- Schools Behaviour Policy
- School Timetable: When do their classes start? What times are their breaks, lunch & assemblies?
- Register: Do they use an electronic register? If so, you will need to know how to use it and if not how their register works
- Break & Lunch Supervision: Are you required to supervise during breaks or lunch? What are the procedures if it rains?
- School Dinners: A number of primary schools have a dinner register, so you will need to ask for this and find out whether you need to collect any money
- Class Work: Work may be set and you must follow the lesson plans if required. If no work has been set, in secondary settings, please ask the Head of Department or the Head of Year for work and take appropriate resources with you as a back-up. In primary settings, you will need to have resources suitable for the class you will be teaching
- Staffroom: Find out the location of the staffroom for your own break times and for photocopying

## Safeguarding and Child Protection guidelines

Both supply and permanent members of staff in the school have a positive role in the safeguarding of children. Every staff member can help with the prevention of abuse and neglect through their awareness of child protection policies & procedures. You should always check with the school what their own policy is.

For general guidance, if you have any concerns about a child, it is important to report it immediately to the Head Teacher.

Please note that by following a school's policy document, you will reduce any risk of being accused of improper conduct towards children. If a child confides to you that he/

she has been or is currently subject to abuse, please note the following. Listen carefully, do not interview or ask the child to repeat their account, never examine the child and do not ask any leading questions as this could well nullify any evidence, both yours and the child's, in a future court case.

Once an allegation has been made, you must not at any time promise to a child that you will not say anything about what you have discussed and you do need explain that you are now going to notify the Head. Any decision made by the Head and the School's management will be fed back to you or to the agency.

### Safeguarding Commitment

*Mana Education is committed to safeguarding and promoting the welfare of children and young people and expects all supply staff to share this commitment*

## Staffroom politics

One of the benefits of working through Mana is that you can gain a great deal of experience and insight into very different school cultures, policies and environments. This is experience a lot of teachers you meet will not have and you may quite reasonably feel qualified to share your experiences and criticism about the schools you have visited. Please exercise diplomacy in the staffroom at all times; permanent members of staff will often be defensive when a guest makes comments about their or another school, no matter how reasonable or justified their comments are. Be professional and open-minded, as you are only seeing a small snapshot of their school.

## Accident & emergency

Find out what the procedures are for incidents or emergencies in the school. We recommend that you record any incidents that may occur.

Lastly, do not leave the pupils or class unattended.





## Communication with Children & Young people

Remember that there should be clear, professional boundaries between staff and pupils, and as a supply teacher, this applies to you. Please note that you cannot share any information of a personal nature with a child or young person in the same way that you cannot request any personal information from a child unless it is deemed to be part of your job.

This will include communication via technology which can include the following, which is by no means an exhaustive list: social media, messaging, blogs, emails, videos, webcams, and websites. Try to avoid any misinterpretation or misunderstanding in any communication and ensure that what you say is crystal clear.

Any internal email system should be used in agreement with a school's internal policies. Any communication via spoken word or technology between you and a child outside any agreed protocols may lead to disciplinary investigation or criminal prosecution.

### You must:

- Not share any information of a personal nature with a child or young person
- Not use social media as a means of communication with a child and that your settings in any social networking site are set at maximum privacy and that your details in any social networking site is not shared with children
- Understand that text messaging is hardly ever appropriate unless responding to a child who is at risk of harm and should only be used as a last resort
- Not use any internet based communication to contact young people or children
- Only use mobile phones which are provided by the School to communicate with children only after ensuring that parents have given written consent to this to happen
- Any contact with pupils using internal email system should be used in agreement with a school's internal policies

## Mobile Phone Use

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of school and should be switched off and kept out of sight during class lessons. Mobiles should be set to silent mode whilst you are on school grounds, outside of the classroom.

Unless express permission is granted, mobile phones should NOT be used to take photos or videos whilst on or around school premises.

Do not give your mobile number to pupils and never make use of pupil's mobile phone numbers for calls or sending texts/ instant messages, other than for approved school business.

## Photography & Videos

You must have written agreement from parents or carers and also agreement from the child before a photographic image is taken.

There may be times when you will need to record images and when doing so, you must have regard for

the law and also the dignity of the child.

You must also sort agreement with regards to whether the image will be destroyed or stored and exactly who will have access to them.

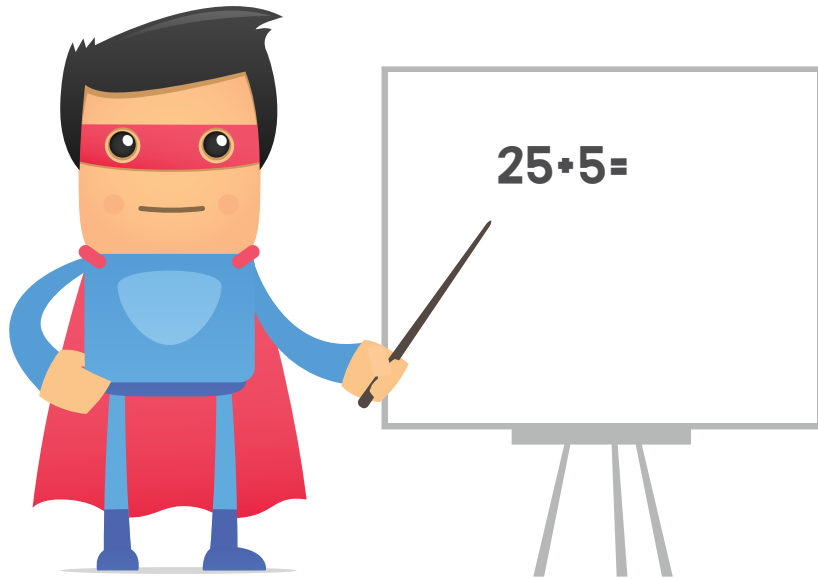
If the image is to be used for publicity purposes or to be displayed on the web or on the school's social media feed, then there will be need to be agreement.

If any child appears to feel uncomfortable having a photo taken then you must be sensitive to this and recognise the potential for any misunderstandings or concerns.

You must never take photographs for personal use.

### You must not:

- Take images of children on your mobile phone
- Take any images of children without their knowledge
- Distribute any images without explicit parental or carer's consent
- Cause upset by using images in an inappropriate manner



## Protecting your professional reputation

Your professional reputation is clearly valuable to your current and future career and consequentially, managing your online reputation is an essential part of being a supply teacher:

- Always think carefully before making any posts, status updates or having discussions regarding the school/college/nursery, its staff, pupils or parents in an online environment even if your account is private
- Think about the language you use - abrupt or inappropriate comments, even if they were made in jest, may lead to complaints
- Posting derogatory comments about pupils, parents or colleagues is never acceptable
- Supply staff are required to uphold the reputation of the school/college/nursery, to maintain reasonable standards in their own behaviour and to uphold public trust in their profession
- Do not access social networking sites using school computers or equipment
- Be mindful of how you present yourself when you are choosing a profile image
- Consider making private, or removing previous online content that might compromise your current position

## Health & Safety Awareness

**Mana is committed to the welfare of our supply teachers and support staff**

It is your responsibility, when you arrive at school, to obtain as much information as possible before you start the assignment and to carry out your duties in accordance with the client's policies and procedures. It is the client's responsibility to advise you of their Health & Safety policy and associated procedures.

**Health & Safety - it is your responsibility to:**

- Report all accidents and incidents
- Carry out your day to day activities in a safe way
- Reduce the risk of any harm to yourself and the pupils

**When you arrive at a school you must find out:**

- The qualified First Aiders name
- Reporting structure for reporting incidents such as accidents
- Acclimatise yourself to the fire and evacuation procedure
- All guidelines for health and safety





# Classroom Management & Discipline Tips

Supply staff have a duty of care to children and young people. Classroom behaviour is one of the trickiest issues teachers face today. Disruptive behaviour results in lost curriculum time and creates a classroom environment that is not always conducive to learning.

Mana Education recommends that any physical contact with pupils is to be avoided. All disagreements or conflicts should be resolved through discussion, communication and negotiation. The School's disciplinary procedures should be adhered to at all times. If any conflict seems to be unresolvable, then you should seek help from another member of staff

Remember that you will occasionally need help in a given situation eg when an older or larger pupil is involved which may involve a risk of injury to you and other pupils. You should always ask for help and remove other pupils at risk in such circumstances

You should explain to pupils in a calm manner to stop misbehaving and remember that it is against the law to use force as a reprimand.

It is vital that you follow all school procedure and that you have

acquainted yourself with the school's disciplinary policy on arrival. All pupils that you teach should understand from you what is expected from them.

Section 93 of the Education Inspection Act 2006, does permit teachers and other members of staff authorised by the Head Teacher, to use physical contact in circumstances for the purpose of preventing a pupil from doing (or continuing) the following:

- Committing any offence
- Causing personal injury to, or damage to the property or, any person (including the pupil himself)
- Prejudicing the maintenance of good order and discipline at the school

In these circumstances only you must avoid doing anything that may be expected to cause injury e.g. hitting, forcing limbs, excessive holding etc. and avoid touching or restraining a pupil in a manner that may be interpreted as sexually inappropriate conduct.

If you have any concerns you should speak to the Head teacher at the school and contact Mana Education.

## Six ways to a calmer classroom

You might have a talent for conveying the know-how of algebraic equations and your knowledge of the periodic table may be second to none, but if you cannot manage a class there's no way children will learn. We have taken some valuable words from Andy Vass, trainer and former government behaviour management consultant, to share some invaluable ideas for success:

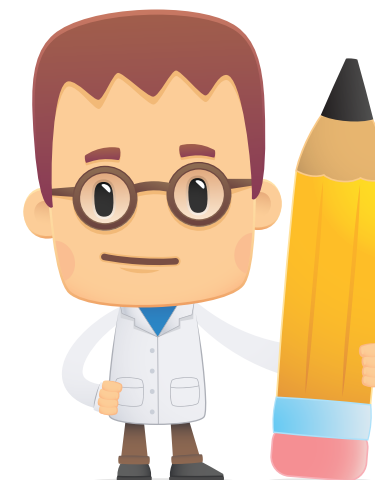
### Organise things to prevent misbehaviour

Great teachers deliberately do things to make it less likely that children will misbehave. Here are some key suggestions:

- Make sure the curriculum is relevant, interesting, accessible and diverse. Remember to alter the pace of your teaching to break up the monotony
- Have clear logical routines and seat plans. Make sure that children can easily access resources
- Learn children's names. Meet and greet them. Show interest in them. Make a point of knowing one of their interests and speak to them outside of the classroom

### Use the language of choice

The language of choice is in contrast



to the language of demand. If you demand something of someone, for example, saying: 'If you don't stop talking now you'll be in detention!' you're actually allowing them two options:

- Resist the demand and create temporary conflict
- Accede to the demand (and lose face)

Whereas the language of choice places responsibility for behaviour with the child. For example, a teacher says: "If you choose to interrupt again while I'm explaining this you'll receive a warning. Make a better choice. Thanks." Crucially, this approach acts as a bypass to the natural 'resistance principle', which occurs when we are told what to do by someone else. But, if the child continues to talk, the sanction can be applied as a logical consequence to their inappropriate choice.

Effective teachers regularly smile, give thumbs up, or say thanks to point out and reinforce when children make appropriate choices.

## Be specific and descriptive when offering praise

Praise on its own doesn't point out explicitly the things children have done well. By adding description, the teacher gives a clear direction for how further positive feedback can be obtained in other similar contexts. This gives a sense of control to the child. For example, a teacher that says: "This group has allocated the jobs to do, are sharing resources and recording their results. That's really effective work. Well done!" is more effective than the one who comments, "Well done this group."

## Use positive language

By this we mean language that describes success and avoids use of the word 'don't'. A key principle in positive language is simply to describe what you want children to do rather than what you want them to stop doing. For example, "Can you stop talking and pay attention", becomes "Carl, I need you to put your pen down, look this way and listen. Thanks."

The simple rationale is that our brains cannot process negative statements. Try this: don't think of a banana (to do this you have to picture a banana first!).

If you use positive language children are less likely to resist, and, because it is said in a pleasant and respectful tone, the child is more likely to follow the instruction and want to experience more of the same.

## Establish clear structures and processes to set expectations

Use the widely known '4Rs' framework:

**R**ight to be safe, to learn, to be treated with respect - these are mutual

**R**esponsibility to act in a way that protects mutual rights and to be responsible for our own choices about our behaviour

**R**ules are operational descriptions of behaviour that support mutual rights. For example, "Follow instructions willingly", protects the right to learn, teach and be safe

**R**outines, such as entering and leaving the classroom, handling equipment

## Use reflective listening skills

Teachers should use the opportunity to show that although they understand how a child is feeling or thinking, they do not necessarily always agree. Validating children's feelings prevents children feeling upset or frustrated because at least their view is understood. For example, a child isn't concentrating on their work and is keen to go over to the art table instead. The teacher recognises this and says: "I know you would prefer to go over to the art table now, but I need you to concentrate on..."



## Contact us on:

**Head Office:**

Glaston Hall  
Spring Lane  
Glaston  
Rutland  
LE15 9BX

**Telephone:**

01572 821985 or  
0800 0255 144

**Facsimile:**

01572 820565 or  
0800 0255 133

**Lincoln Branch:**

Bishop Grosseteste University  
Longdales Rd  
Lincoln  
LN1 3DY

**Telephone:**

01522 898 259

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