teaching personnel

Proudly part of Supporting Education Group

Timesheet

Payroll Department • Falcon House • Falcon Way • Welwyn Garden City • Hertfordshire • AL7 1TW

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 receives 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	Saturday	Sunday	Total
Full Day								Total Full Days
Half Days	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	Total Half Days
Evenings								Total Evenings
Hours								Total Hours

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/or the CCS Supply Teacher and Temporary Staffing Framework Terms where applicable and note that fees may be payable should a candidate be engaged on a direct contract

6. Name :	7. Booking Id :
8. School postcode :	9. Date :
10. Signature :	

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 Head Teacher, including tasks like playground duty.