

GSL EDUCATION: SUPPLY STAFF RULES

TWELVE COMPULSORY PRACTICES:

1. **TIME KEEPING:** Always arrive on time - if you think you are going to be late (even by three minutes!) call us so that we can inform the school.
2. **SICKNESS:** If you are pre-booked and unable to attend school due to sickness you must **speak** to a GSL staff member either the day before or before **7:15am** the morning of the booking! Leaving a voice message, email or text is **not sufficient** - you **MUST** tell us over the phone.
3. **COMMUNICATION:** If you have any issues with the school or the work required please raise the issue with a GSL staff member – not with the school. We are here to support you and communicate **any** issues you may have with the school or the work that is required of you.
4. **PARKING:** If you intend to drive to school please inform us so that we can check whether there is parking available at the school before you commence your journey.
5. **IDENTIFICATION:** You must always take a form of photo identification with you to the school - either your passport or drivers license.
6. **DIRECTIONS:** If you have not received a text from us with the school's directions or you do not understand the route call us **immediately** – do not leave it to the last minute to tell us you are unsure of where you are going!
7. **TIMESHEETS:** Timesheets are done online and will be created by GSL and approved / edited by the school. You will receive a log-in via email where you can access all your timesheets once they have been completed. On occasion, you may be required to complete a paper timesheet – a GSL staff member will notify you if this is the case.
8. **DRESS CODE:** Please wear professional attire at all times. Jeans/denim and trainers are **not permitted!** Some schools require male staff to wear a shirt and tie, please check with a GSL staff member if you are unsure of the dress code.

- 9. AVAILABILITY:** In order to ensure that you are sent out for as much work as possible please make sure that you regularly let us know of your availability. You can do this by simply sending an email to emailing one of the consultants every Friday stating your availability for the following week.
- 10. LEAVING THE SCHOOL PREMISES:** If you are booked to work a full day and you are not scheduled into a lesson during non-break times you must wait in the staffroom and under no circumstances leave the premises unless advised otherwise.
- 11. WELCOME PACK:** It is compulsory that you carefully read the Welcome Pack that was attached to your registration email before you start working for GSL. It contains all the important information that you need to be aware of when working as a supply teacher.
- 12. CONFIDENTIALITY:** GSL Education work very hard to create work opportunities for our candidates. We kindly ask that you do not a) disclose which schools you are working at through our agency b) disclose our company name c) discuss your rate of pay with any another agency or with any other candidate. If you have any issues – please speak directly with your consultant at GSL Education.

Thank you kindly for your co-operation

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