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The
RIGHT
Teacher

To The
RIGHT
Role

For The
RIGHT
School

Welcome to iQ Education Recruitment At Its Best

We are a business dedicated to excellence in education recruitment! iQ partners with schools and academies providing top quality teaching and support staff, understanding that teacher quality and listening to the needs of the school AND the teacher will ensure nothing but the highest level of client and candidate satisfaction is achieved.

We are totally driven by quality and since being one of the first businesses to be awarded the DfE Quality Mark back in 2005 we continue to work to standards that exceed the DfE requirements for Safeguarding and Compliance providing confidence about the quality of our work. iQ is a member of The Recruitment and Employment Confederation (REC) and adheres to a Code of Conduct for best practice in recruitment.

As Managing Director at iQ, I am supported by a fantastic team of like-minded people who are all passionate about providing a first class service that adds value to the pupils by finding you the right role in the right school.

I hope that you find the information in this brochure informative and I look forward to my team and I working with you with to source your next school role.

A handwritten signature in black ink, appearing to read 'Pat Brown', with a horizontal line underneath.

Pat Brown FCCA
Managing Director
iQ Education, Recruitment At Its Best

Are the agencies you use reputable?

Did you know that the recruitment industry is regulated and that reputable agencies should be members of the governing bodies?

Did you know that specific to the education sector, reputable agencies should be accredited and [independently] audited for the service they provide to candidates?

Did you know that agencies should adhere to certain minimum service levels for teachers?

Is the agency you work with providing you with a trusted and quality service?

iQ is...

... a member of the REC

iQ has been a member of the REC since it started business. iQ values a quality service not only in best recruitment practise but vitally in safeguarding and compliance in the education sector.

... accredited for safeguarding & compliance

When the DfE ran their 'Quality Mark' scheme, iQ was one of the first agencies to be accredited and since the DfE ceased with the scheme, iQ has continued to ensure that it goes over and above DfE safeguarding and compliance requirements for placing teachers and support staff in schools - further strengthening practices within the education recruitment sector which allows schools and teachers to be sure they are working with a business that is driven by quality.

Ensure you are registered only with reputable and credible agencies

What do we do?

PERMANENT TEACHING POSITIONS

SPECIFIC SUBJECT LONG TERM SUPPLY

DAILY SUPPLY & AD-HOC COVER

INVIGILATION & SUPPORT COVER

We are committed to providing an unparalleled recruitment service that is built on quality, reputation and results

Whether you are looking for the complete flexibility of ad-hoc daily supply cover, more stability from long term supply assignments or the security of a permanent teaching position, iQ's experienced consultants can help

- ◇ **Quality personal service** ◇
- ◇ **We take the time to understand your requirements** ◇
- ◇ **Registration process made simple** ◇
- ◇ **Targeted recruitment – we know our schools** ◇
- ◇ **24/7 contact – to fit around your timetable** ◇

Why is iQ different from the others?

Why should you use iQ?

iQ understands that listening to your requirements and fully understanding you as a teacher will ensure that nothing but the highest level of satisfaction is achieved.

SPECIALISTS iQ specialises in providing top quality teachers and support staff to local schools in the Secondary sector only; keeping us focused on a core area.

PERSONAL iQ is a niche recruitment business and can adapt to your requirements – neither candidates nor schools get lost in a huge machine and receive a more personal service.

QUALITY iQ only registers candidates with proven references, ensuring that we only work with the best candidates – we will not waste your time and register you “just to hit a target”. We will take the time to understand you as a teacher and will be open and honest throughout the whole recruitment process.

24/7 The office is staffed from 7am -6pm and outside of office hours the office telephone number is diverted to a staff member’s mobile. You can speak to a consultant 24/7 to fit around you – early morning, evening, weekends – not a problem!

VALUE We comply with all statutory requirements including The Agency Workers Regulations (AWR) and will agree rates with you in advance of any bookings. Whilst rates will vary on a school by school basis, iQ strives to ensure rates are competitive in the market place.

TARGETED Our service is tailored to you – we will not flood schools with your details on a “see what sticks” basis, preferring to target specific schools where we feel your experiences and skills will be best suited. We will not send your CV to a school without out permission.

What qualities do we look for?

Qualifications... You be suitability qualified with a UK teaching qualification (QTS or QTLS) following your PGCE/SCITT or your overseas teaching qualification. Alternatively, as an unqualified teacher, instructor or cover supervisor, you will hold relevant qualifications. You will have a good honours degree (or equivalent) in your relevant subject, have an infectious passion for teaching and subject knowledge sufficient to challenge able students and achieve high outcomes. You will have a good understanding of the UK national curriculum and in curriculum development. You will have undergone professional development or further studies to enhance your teaching.

Previous Work Experience... If not a NQT, a record of consistent and successful teaching resulting in high levels of attainment and achievement for students at each key stage taught. You will have excellent references from your recent / previous teaching positions or from your qualification placements. You will have experience gained in an academically, socially and culturally diverse school community.

Professional Knowledge Skills & Experience... A commitment to exceed the teaching code of conduct and the TDA standards relevant to experience and stage of career. Flexibility to employ a range of teaching styles and activities to inspire and engage students to ensure effective learning. Awareness of the strategies available for improving the learning & achievement of all students regardless of ability. Familiarity with and a strong commitment to Assessment for Learning approaches. A confident & competent user of ICT to support all aspects teaching and learning. A willingness and commitment to ensure the use of ICT, new technology and other resources can be used to enhance the quality and experience of student's learning. The skill to ensure that students understand in detail how to improve and are consistently supported in doing so through all forms of teacher, self and peer assessment. Ability to communicate proactively and appropriately to a high standard to a variety of audiences. Ability to interpret student data in order to modify lesson planning and personalise support. A commitment to contribute to the wider education and support of all pupils as outlined in the school aims.

People Management Skills... The ability to work independently and collaboratively as a member of a team and to contribute to team development. Understands and values the processes of planning and monitoring and evaluation as a aid to raising standards.

Other Personal Qualities... A firm and active commitment to safe guarding and child protection. A commitment to helping students identify their talents. A firm belief in the untapped potential of all students. Creativity in problem solving together with a willingness to take on or try new approaches & ideas. A willingness to support, take part in or run wider and extra-curricular opportunities for students. A strong belief and recognition of the vital role and diverse skills of all members of staff.

Safeguarding

As a member of the REC safeguarding and compliance is at the core of what we do. iQ takes its safeguarding obligations very seriously and all teachers undergo the same vetting and clearance process to include...

- Detailed CV review and telephone interview
- Reference checks on recent teaching roles
- Completion of a detailed registration pack
- Face to face interview with at least 2 consultants at iQ
- Identification, right to work, PoA and qualification checks
- Teaching qualification and registration check annually
- Childrens Barred List (List99) database check annually
- Enhanced DBS check with The Update Service at least every 6 months

Our schools expect and receive a quality service from iQ where they have a trusted relationship with us regarding safeguarding and compliance. As a high calibre educationalist registered with iQ, you will be subject to our vetting policies and procedures ensuring that your details are cleared and compliant before you are placed in to a school position, regardless of an assignments duration

Advice for daily supply teachers

As a supply teacher, you are likely to work in a variety of different schools with different challenges but all providing you with invaluable experience and all being extremely rewarding. Whether you are new to supply Teaching as an instructor, cover supervisor, as a newly qualified teacher or a more experienced teacher well versed in the nature of daily supply, iQ will aim to provide you with supply work akin to your experiences, skills, character and general demeanour ensuring always that the supply will add value to the schools and the pupils alike.

Be ready... You may receive a phone call from us as early as 6:45am to as late as 8:45am for same day supply work. Due to the fast pace of daily supply we may not leave a voicemail if you don't answer your phone. Punctuality is vitally important so please ensure that you leave promptly when you have accepted a booking and arrive at school at the agreed time. We do not expect a school to have to call us to find out why a teacher is not in the school at the agreed time – keep us informed en-route. Whilst there is likely to be work pre-set for daily supply, you should always have a lesson plan as a back-up.

Dress Code... It's important to ensure you represent yourself professionally and set an example to your pupils. You are not only representing yourself but also iQ. As a general rule you should be in smart business attire at all times unless otherwise advised.

Proof of Identity... Please ensure that you take with you photo identification in the form of a card style driving licence or your passport and your current Enhanced DBS.

When you arrive at school... Please ensure that you report to the reception as soon as you arrive at the school producing your identification and telling the receptionist you are a supply teacher from iQ. 1st impressions count – you are not only representing yourself but also iQ - please ensure that you are professional and courteous at all times. Please ensure that you familiarise yourself with any and all information that you are provided with by the school. If you feel that you need more information, always ask.

What is expected of you... Come in with a smile on your face and a positive attitude to those around you and be willing to go over and above the call of duty and if help is needed – step in! Ask questions and be proactive. Under no circumstances use your phone whilst at school and in the classroom. Lead by example in front of your pupils.

Keep us informed... Make sure you communicate any issues to iQ and the school and at the end of the day, let us know how the day went – we always look to get repeat assignments for you where possible.

Administration and back office

At iQ we pride ourselves on ensuring that you are paid for your services as soon as possible and with the minimum of effort from your part...

Payment method... iQ partners with a number of payroll service businesses (umbrella companies) and can provide you with the details of those companies that we have agreed terms and conditions and would suggest that if you are not already registered with one of them, you contact each of them to decide which one might be best for you and your requirements. Please note that iQ will only accept umbrella companies that are on its list of approved suppliers.

Timesheets... There is no need to complete a timesheet, iQ will seek confirmation and authorisation of your time direct with the school. For ad-hoc daily supply cover you will need to ensure that you report to your school contact on arrival and again when you leave the school. Where you may have worked more or less than a standard day, please ensure that you confirm the time with the school and you MUST also confirm with your consultant at iQ.

Payment... iQ will process payments for authorised bookings weekly in arrears to the umbrella company for your services. They in turn process your payment on the same day.

Pay queries... Please ensure that queries regarding your payments are made as soon as possible so we can rectify any issues speedily – your umbrella company should be your first point of call as they are your employer for tax purposes.

In accordance with iQ policy, if iQ has applied for an Enhanced DBS on your behalf, as noted in the application pack, the cost of the disclosure will be deducted from your payment. iQ does not charge an administration fee for processing an Enhanced DBS and the cost to you is as prescribed by the relevant government agencies.

Classroom Management

Be Prepared... Be early and always have resources with you. Prepare something that will grab the pupils' attention immediately. You need to aim to have them on task as quickly as possible. If it's a class you know, try to get into the classroom before the pupils arrive and arrange the desks / resources as you want them. If you will be working with a Teaching Assistant, explain your objectives and talk them through your teaching style before the pupils arrive.

Know The Schools' Policies... If there is a problem, who should you turn to? Is there a 'sin bin'? Is it appropriate to put a pupil outside the classroom? What rewards and sanctions does the school approve of?

Name Drop... Pupils will spot that you're a supply teacher a mile off and expect to get away with poor behaviour. So, let them know you know the authority figures in the school. Drop the names of the Head / Deputy in conversations during the lesson.

Promote Good Behaviour and Focus On The Positive... Take every opportunity to give genuine praise: for achievement in learning tasks, for effort, for creating a good learning environment, as well as improved behaviour. Start by being as confident and positive as you can be. Think about your non-verbal communication. Maintaining eye contact is important. Continue by focusing on what's going right and offering praise whenever you can. Using humour is encouraging and positive too – but sarcasm will only win you enemies.

Give Clear Instructions... Make sure there is no ambiguity about who is in charge! Also, set tasks with explicit aims and objectives for the pupils to complete during the lesson.

Rewards & Expectations... Have a system that acknowledges those who behave and do their work - that also demonstrates to others what's expected. It would be great if you always had the opportunity to set ground rules at the beginning of a lesson, but you might not have the atmosphere to do so!

Clear Sanctions with Warnings... Avoid jumping straight to the ultimate punishment! When a pupil is doing something that is inappropriate, warn them about what will happen if it continues and make sure you impose that sanction if it does! Try to make a distinction between the pupil and their behaviour – they're great but their behaviour has been a real disappointment! This will help to maintain the pupil's self-esteem.

Select Your Strategy... There are always a number of ways of dealing with a challenging situation. So, it may be appropriate to ignore difficult behaviour, or distract pupils with a change of activity. Try to reason with pupils or agree small activity completion to get them back on track. It is better to start with low level preventative intervention, then build up to more serious sanctions like the removal of the pupil from the class. It is always easier to move this way than in the opposite direction! Whatever strategy you select, it needs to be fair and consistent, focusing on the behaviour not the person.

Avoid Confrontation... Remember that the more you shout the less effective it becomes. Worst still, shouting back at a pupil who is shouting at you is likely to escalate the situation. Go for a controlled, non-threatening response, even if you know you're losing your cool. Remember that a pupil winding you up is looking for an explosive response, so keep your dignity intact by taking a deep breath and reply with a positive statement, e.g. 'I'm here to help you. If you return to your seat, I'll come over and go through the tasks with you again'.

Keep Moving... By moving round the class, you'll show your pupils that their work is being observed and that you're interested in it. It will help you avoid poor behaviour caused by a lack of understanding of the subject matter/task at hand.

Be Flexible... You need to be ready to think on your feet and adapt your lesson/learning programme to the class. Responding to an interest shown in a particular aspect of your lesson could lead to a really enjoyable lesson for all.

Record Behaviour Clearly... The school you are visiting will want to know how your day has gone. Also, they are in a position to follow up thoroughly on good and bad behaviour. Ensure you write handover notes to comment on pupils' behaviour – but make sure it is clear, precise and non-ambiguous. Avoid vague statements and focus instead on descriptions of performance, e.g. 'Julie couldn't concentrate' becomes 'Julie worked for no more than 3 minutes before leaving her seat to talk to Claire behind her'.

Keep Your Perspective... Even when things seem to be going wrong, always remember that it's not the end of the world! Most people learn more in challenging situations.

Do you need a new Enhanced DBS?

Do you already have a valid DBS? If you have a DBS and you have registered it with the DBS Update Service, with your permission, we will be able to check the status on that DBS without the need for you to have another one applied for.

When will we require you to have a new DBS in the name of iQ? If you have not registered your enhanced DBS with the update service we will require you apply for a new Disclosure if you are to accept assignments through iQ.

What does this mean to you and what is the cost? The cost of applying DBS is prescribed by the DBS themselves and iQ does not charge any additional administration fees unlike some agencies. Whilst it is not a compulsory requirement, registering with the DBS Update Service means that where there is no change to the status (content) of a DBS, for an annual fee payable to the DBS directly, your disclosure remains valid and usable through agencies indefinitely.

Most agencies will insist on a new Disclosure in their name as soon as you register with them, asking you to pay the fee (and in most cases an administration fee) up front without any guarantee that they will find you work! We don't think that's right!!

- ✓ **New Disclosure only when you need it!**
- ✓ **No administration fees or costs over and above the cost set by the DBS!**
- ✓ **No paper forms to fill in – a secure on-line system!**
- ✓ **Average turnaround time from application to receiving a new Disclosure of 7 days!***

At iQ, if you need a new Disclosure, you will be asked to complete an application on a secure on-line system and we will make the application on your behalf after verifying your original ID documentation.

Payment will be collected as follows:

- ❖ **If you want a new DBS regardless of us finding you a position, the fee is payable to iQ on application**
- ❖ **If you are booked on a daily supply assignment and need a DBS to do that booking, the fee is payable upon application or as a deduction from your payment for that booking**
- ❖ **If are booked on a long term supply role and need a DBS the fee will be deducted from your first week's pay**

Interview guide

It goes without saying that the interview process is your one chance to show the school that you are the right person for the job, that you are the best candidate for the role and that you are the candidate that will add the most value to the role and to the school! Those are your objectives. But the interview process can be very daunting and nerves kick in. So how can you overcome those nerves and achieve those objectives...

The key to a successful interview is to be prepared. Do not underestimate the importance of the preparation process.

Organise yourself... In advance of the interview make sure you have found out enough information about the role, the school and Head Teacher or Principal. Be prepared with questions you have already from the information you have. Be sure not to side step a person specification if there is one and ensure that you fully match their requirements and can answer any questions that you may be asked.

Getting to the interview... Make sure that you know in advance where the school is, what your route will be and how long it is likely to take you to get there. Do not arrive late for your interview.

Be confident... You have already been successful in beating other candidates to the interview process on the strength of your CV alone - that in itself should be a confidence booster! Remember that confident people inspire confidence in others.

Expect the unexpected... The interview may be a quick informal chat, it could be a panel interview with all interviewers firing questions at you, it could be a role play situation, a group activity or a trial lesson. A well prepared candidate will always be more successful as an unprepared one.

Remember always that an interview is not designed to trip you over. It is an opportunity for both parties to see if there is a “fit” in terms of what both you and the school want from the role. The more prepared you are, the more successful you will be!

Refer a qualified teacher or a role to us

We are sure that you have many colleagues and friends who like you are top quality teachers who may be looking for a new challenge and a new teaching role that iQ can help them with. Similarly, you may know of teaching vacancies at a school where iQ could make a placement.

We want to hear from you with your referrals...

£100

 referral fee to you....

- Refer a qualified to teacher to iQ and receive £100* from us when that teacher has completed 10 days supply for us...
- Refer a qualified teacher to iQ and receive £100* from us if we place that teacher in a permanent teaching position...
- Refer iQ to a school where we get the opportunity to fill a supply or permanent vacancy** and receive £100* from us for that referral when we make a placement in that role.

When referring a friend / colleague simply call us with their name and contact details (with their permission) or pass our contact details to them asking them to mention your name when they contact us.

When introducing iQ to a school contact, please give them our contact details to contact us directly, telling us that you have referred them to us, or alternatively, speak to them about iQ and give us their contact details for us to approach.

THERE IS NO LIMIT TO THE NUMBER OF REFERRALS YOU CAN MAKE – THE MORE REFERRALS YOU MAKE WHERE WE SUCCESSFULLY MAKE A PLACEMENT, THE MORE YOU CAN EARN!

Terms & Conditions

- Excludes candidates currently registered with iQ;
- Referrals must be notified to iQ before or at registration of the referred candidate. Referrals that have not been notified to iQ at that time will not be valid;
- To qualify for a reward, your referred friend / colleague must be placed within 3 months from the referral;
- iQ can only accept referrals for people already working in the UK, or those who are eligible to work in the UK at the time of registration;
- *£100 referral fee will be payable in your next pay from iQ after the qualifying period through your normal payment method and may be subject to statutory PAYE and NIC deductions;
- **where you have introduced iQ to a school, the school must not already be working with iQ or has not worked with iQ in the preceding 6 months. Supply vacancies referred must be for a minimum period of 1 term to qualify.
- iQ's decision is final