

## Useful Information for Newly Qualified Teachers registering and working with Education Agencies

Having just completed your teaching degree you are likely to be actively applying for permanent/contract teaching positions in the hope to secure yourself your first teaching post.

If you are not successful in securing a permanent/contract teaching post straight away you have the choice to become a Supply Teacher, which is an ideal interim opportunity to allow you to gain further teaching experience, develop your teaching skills and introduce yourself to different schools where long term teaching opportunities could arise.

Affinity Education Limited is an Education Recruitment Specialist company. We have a wealth of experience within the education recruitment industry and would like to welcome you to register with us exclusively, however we are aware that there are many agencies in the market place therefore we wish to share with you some independent advice and practical tips when registering with an Education Agency for work as a Supply Teacher and the professional standards you should expect from an agency.

### Testimonials: -

Ask the agency for testimonials, so you can you read detailed reviews of how Supply Teachers have found working with a particular agency.

### Member of the REC Education: -

Choose an agency that is a member with the REC (Recruitment & Employment Confederation) Education. This will ensure that the agency adheres to the Recruitment Code of Practice, are subject to a complaints procedure and a professional standards committee as well additional compliance relating to Keeping Children Safe in Education. [www.rec.uk.com](http://www.rec.uk.com)

### Agency Workers Regulations (AWR)

Ask the agency to clarify how they comply with AWR and exactly what will happen after 12 weeks on assignment. (New legislation for Agency Temporary Workers, to include Supply Teachers was brought into force on 1<sup>st</sup> October 2011. AWR will give Agency Temporary Workers the right to the same basic working and employment conditions that they would receive if they were engaged directly and not through an agency. Most importantly this means equal pay, paid to scale in accordance with the Department for Education 'School Teachers Pay & Conditions Document 2014').

If you believe that you do not receive equal treatment when it is due, you should contact the agency and inform them that you wish to raise a complaint under AWR regarding your treatment. If this is not dealt with appropriately contact your union, the Employment Agencies Standards Inspectorate at the Department for Business, REC or Citizens Advice period within 3 months.

### Pay

Decide if you want to be paid PAYE via the agency and if so, choose an agency that runs its own PAYE and doesn't operate being paid via an umbrella company as the only pay option.

Payment is generally received on a weekly basis. Payment will be paid directly into your bank account. Ensure that you receive regular payslips. Your agency is responsible to pay your Tax and NI contributions.

### Pensions

Check if the agency has passed its staging date for Auto-Enrolment into a workplace pension scheme.

(The Pensions Act 2008 introduced new duties on employers to provide access to a workplace pension scheme for most workers and contribute towards it. This is called 'Automatic Enrolment').

Websites: - All Education Agencies have websites which will provide you with information about their service and company background. This should provide you with an informed choice.

[www.affinityeducation.co.uk](http://www.affinityeducation.co.uk)

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