

CANDIDATE EXPECTATIONS

At Now Education we value the commitment, hard work and dedication our candidates put into every assignment. As an agency, our high standards ensure that you are re-booked by schools and help develop a client base of your own.

- All absences must be **called into the office by 7:00am** via voicemail on the office landline. If you know the day before, please inform us as soon as possible.
- All candidates must **switch OFF mobile phones** and keep them out of sight during working hours (safeguarding policy).
- Arrive **15 minutes prior** to your confirmed start time. Morning bookings: notify the office if later than 8:30am. If delayed, call your Consultant with your estimated arrival time.
- **Dress Code:**
 - **Mainstream Settings:** smart trousers, shirt/blouse, comfortable closed-toe shoes (No jeans, leggings, hoodies, sportswear, trainers, Crocs, flip-flops)
 - **SEND Settings:** check with your consultant, as smart wear may not be suitable.
- Always carry your **DBS certificate AND a photo ID** (passport or driving license).
- Respond to **weekly availability texts** and update any changes via the Now Education App.
- Familiarise yourself with **school policies** via the school's website before your first day.
- All candidates to complete Level 2 Safeguarding Certificate via NOW Education's training provider Smartlog or alternatively complete Safeguarding Training elsewhere provided that it is dated within the current academic year
- Read and acknowledge **Part 1 of the latest Keeping Children Safe in Education Document**.
- Remain at school until the **classroom is tidy and ready** for the next day.
- Day-to-day teachers must **mark work completed** and leave notes/handover for the regular teacher.
- Make **all social media settings private**; do not communicate with students outside school.
- Do not post anything online that could harm or damage the reputation of pupils, staff, schools, or Now Education. This is taken very seriously and could lead to disciplinary proceedings. Please think carefully before you post or respond to a post by others.
- No **physical contact** with students under any circumstances.
- **Long-term booked candidates** must use school holidays for annual leave.
- Inform your consultant in advance of any **appointments affecting working hours**.

In order to ensure we can give you the bookings that you want, remember to keep us up-to-date with your availability and the type of assignments you are interested in. Also, try to remember to check your mobile for messages at lunchtime – often we have to get back to schools to confirm bookings before the end of the school day.