



teaching ltd

350 Euston Road  
Ground Floor, Regents Place  
London NW1 3AX  
Tel +44 (0)20 7953 0000  
Fax +44 (0)20 7953 0001

# SCHEDULE OF WORK

WHITE COPY	SCHOOL	YELLOW COPY	TEACHER	BLUE COPY	OFFICE
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Week Ending \_\_\_\_\_

Name of Teacher \_\_\_\_\_

Name of School \_\_\_\_\_

Address of School \_\_\_\_\_

Postcode \_\_\_\_\_

## DAILY CONTRACTS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SUB TOTAL	
FULL DAY							
HALF DAY							
DATE	/ /	/ /	/ /	/ /	/ /		
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 NP Teaching Ltd terms and conditions of business						<b>TOTAL DAYS WORKED</b>	

NP Teaching Ltd teachers 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.
- Maintain professional standards of dress and behaviour.
- Carry out reasonable requests made by the Head Teacher, including tasks like playground duty.

I confirm that the teacher has worked the days stated and agree to pay your account within 7 days of presentation in accordance with the terms of business outlined overleaf.

Authorised School Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_

I hereby certify that the above record of days I have worked and that I accept the conditions of temporary employment which I have received for the week ending stated above.

Signature of Teacher \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

