

CANDIDATE LOUNGE

The Career Teachers candidate lounge gives you quick and easy access to update your details and availability with Career Teachers and provides an overview of your bookings and timesheets.

Our system automatically assumes you are available for work. If you know in advance that you will not be available for work on specific dates, please let us know by adding to your diary using the form below.

Description:

Event Type: Multiple Days

Date: All Day

Future Bookings

Use the calendar below to view your bookings in the future.

September 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
Today: 11/09/2016						

September 2016	
Working for Us - John Lewis at St Marys School	<input type="button" value="Edit"/>
12/09/2016 From 08:15 to 16:00	
Working for Us - John Lewis at St Marys School	<input type="button" value="Edit"/>
13/09/2016 From 08:15 to 16:00	
Working for Us - John Lewis at St Marys School	<input type="button" value="Edit"/>
14/09/2016 From 08:15 to 16:00	



My Timesheets



Diary



Update My CV



Update My Details



Contact My Consultant Team



Change Password



Career Teachers Website

YOUR DIARY

You are able to view your diary in the candidate lounge. Your diary will show you where you have been booked to work and dates you are not available for work. If you are unavailable due to holiday or medical appointments etc. you can update your own diary. If you are unable to attend a booking that has already been confirmed, you will need to call the office and speak to your consultant.

UPDATE YOUR CV

Keeping your CV up to date will increase your chances of being shortlisted for interviews and is really important to demonstrate to schools your knowledge and experience. When you complete a contract or a long-term placement, it is a good idea to update your CV giving an overview of your responsibilities and the year groups/key stages that you have worked with. For advice and guidance on writing your CV see the training section on the Career Teachers website. Within the candidate lounge simply select 'update CV' and upload the latest version. This will be automatically added to your record on the Career Teachers internal database.

UPDATE YOUR CONTACT DETAILS

Within the candidate lounge you are able to update your contact details; phone numbers, address details etc. Once saved, these will automatically be updated on our internal database. You are also able to tell us what type of work you are looking for if your preferences have changed i.e. long-term, daily etc.

CAREER TEACHERS



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TIMESHEETS & GETTING PAID

Following registration you will receive an email which will contain your unique login details to the Career Teachers candidate lounge which you can access at: www.careerteachers.co.uk

ONLINE TIMESHEETS

Online timesheets will be automatically created at the end of each week for all the schools you have worked in. Schools will access the portal directly to approve your online timesheet/s. You are able to access the portal at any time, through the Career Teachers website. Within the **view timesheets** section the following categories can be shown:

Approved	Awaiting Approval	Query
Timesheets that the school have approved for you.	Outstanding timesheets awaiting a school's approval.	Outstanding timesheets that have been queried by yourself or a school that need correction in order to be approved.

FAQ

Will I be told when a school approves my timesheet?

Every time a school approves a timesheet for you, an email alert is sent to you directly.

How can I see more details about each timesheet?

You can click **View** on any timesheet to see the specific date and days of the booking, your role, i.e. Teaching Assistant or Teacher, your rate and the number of units worked, specified as days, half days or hours as appropriate.

What if I see an error on my timesheet?

If you notice an error on your timesheet, simply click **Query**. This will allow you to send a message in relation to the incorrect timesheet directly to the consultant who gave you the booking. All queries logged by 5pm on a Monday will be dealt with before the weekly payroll deadline.

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