

TIMESHEET PORTAL

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



YOUR DIARY

You are able to view your diary in the Timesheet Portal. 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 CONTACT DETAILS

Within the Timesheet Portal you are able to update your contact details; phone numbers, address details etc.

Once saved, these will automatically be updated on our 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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careerteachers.co.uk

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 Timesheet Portal simply select 'update CV' and upload the latest version. This will be automatically added to your record for Career Teachers.

ONLINE TIMESHEETS

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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.

- **Awaiting Approval**

Outstanding timesheets awaiting a school's approval.

- **Query**

Outstanding timesheets that have been queried by yourself or a school that need correction in order to be approved.

- **Approved**

Timesheets that the school have approved for you.

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



FREQUENTLY ASKED QUESTIONS

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.