

Schools save money. Teachers earn more.

I've been invited to a Talent Pool - what happens now?

Congratulations on being invited -- here's what to do next

Joining a Talent Pool means that schools who use the Pool can send you cover, long term and permanent jobs directly.

If you've received an invitation to join a Talent Pool, simply follow the link and enter your details as requested. You'll be taken through a short setup wizard to get some basic information into your profile.

Follow all the instructions, and once you're fully logged in, please complete your profile. Be especially sure to include your:

- Subject and year group preferences
- Address
- Profile picture
- Personal summary

This will enable schools who use the Talent Pool to send you relevant jobs.

Onboarding processes vary between Talent Pools. Instructions are given that are unique to each Talent Pool -- but if you are in doubt or need support, email support@teacherbooker.com and we'll be happy to help.

The administrator of your Talent Pool will review your profile and manage the vetting process before approving you for work. Your profile will then be visible to all schools using that Talent Pool.

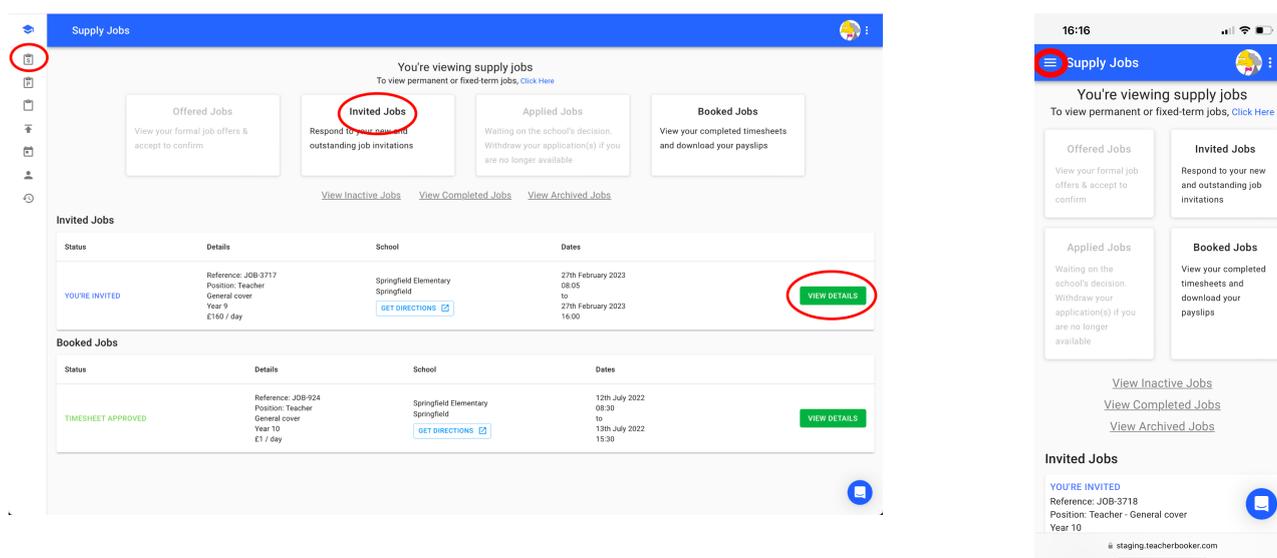
Applying for a Supply Job

When you receive a job invitation via text or email you will be prompted to log in and respond to the invitation. When you log in you will find the job invitation under the 'Invited Jobs' section of your dashboard.

Please note that being assigned a job is a two step process -- first you will receive an invitation to Apply, and then if you are selected you will receive an Offer. Where a job has a defined start date and time you must respond to Job Offers BEFORE the start date and time or else the job will expire.

You are not booked until you have Accepted an Offer and this is displayed clearly on your dashboard as 'You Have Been Booked'.

Use the buttons at the left of your computer screen or at the top of your mobile screen to navigate between the sections of your dashboard:



The job will appear in your invited jobs list as above. Click on '**Get Directions**' to open up Google Maps and see the route to the school. To respond to the invitation, click 'View Details'.

When you click '**View Details**' you will see the full details about the job and your options to Apply for or Decline the invitation:

When you **Apply** the job status bar will change to orange and a pop-up will confirm receipt of your application:

If the school chooses to Offer you the job, you will receive a notification via email stating this and prompting you to log in and Accept or Decline the Offer. When you log in, click '**View Details**' on the job again and you'll see the status has changed to 'You have been offered the job' and the buttons are now 'Accept' or 'Decline'.

You must Accept the Offer to be booked in, and for jobs with a defined start date/time this must happen before the start date/time or else the job will expire and you will not be booked.

If you choose to Accept the Offer you will be asked to Confirm your choice:

Please note that others may have been offered the job and you are not booked until you see the 'You have been booked' status at the top of the job card:

If you've got a job on a particular day, you're automatically made unavailable for other jobs at the time of that job. However, if you're not able to work at any other time or you don't want to receive notifications of new jobs, you can easily manage your availability. When you're marked as unavailable, you won't be invited to any jobs.

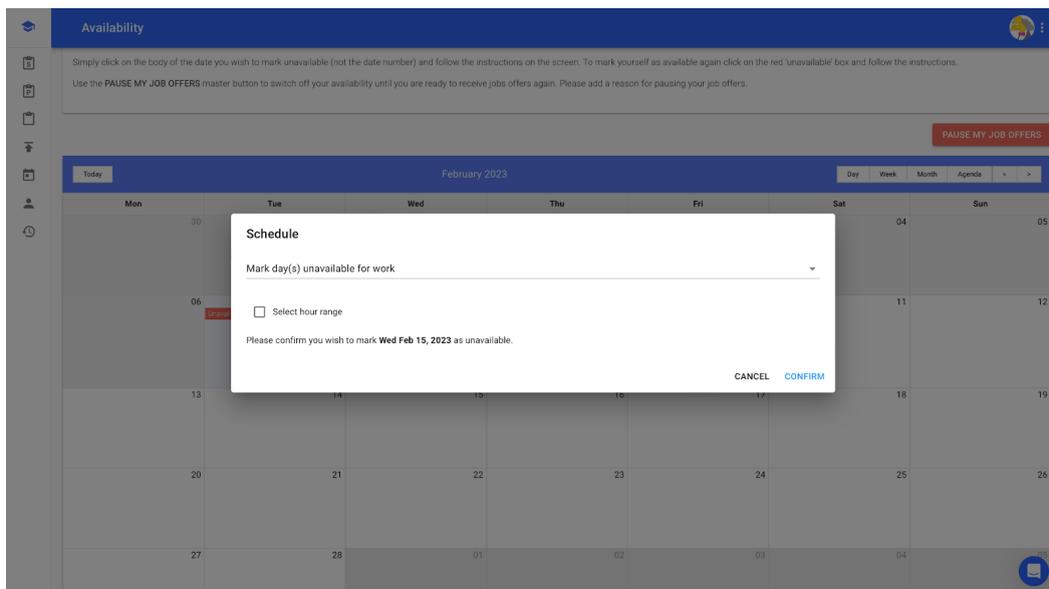
Manage your availability

Let us know if you're not available for work in a couple of clicks, simply log in and click '**Availability**' in the left hand menu.

You'll see a calendar. Here you are able to mark yourself as unavailable for the whole or part of a day, click and drag for multiple days of unavailability or pause your availability without setting dates by clicking the red button at the top of the screen.

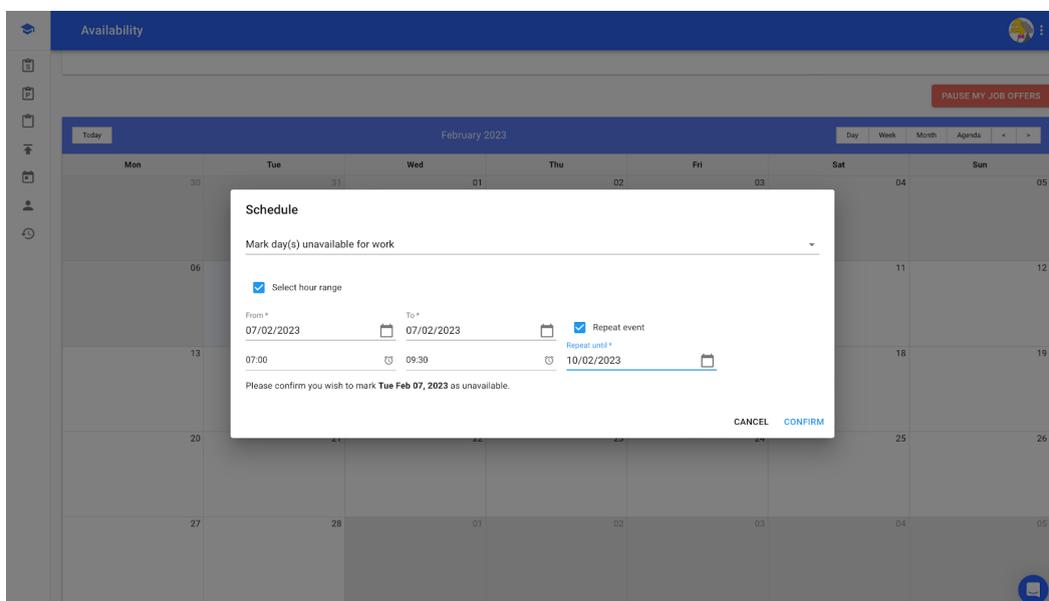
Marking yourself as unavailable for the whole of a day.

Simply click on the day and then click confirm in the pop up window



Marking yourself as unavailable for part of a day

After clicking on the day you require, click on the 'Select hour range' checkbox in the pop up window. This will now give you the ability to enter the start and end time of your unavailability to the minute. If this is a repeated pattern of unavailability, simply tick 'Repeat event' and enter the final date of your unavailability.



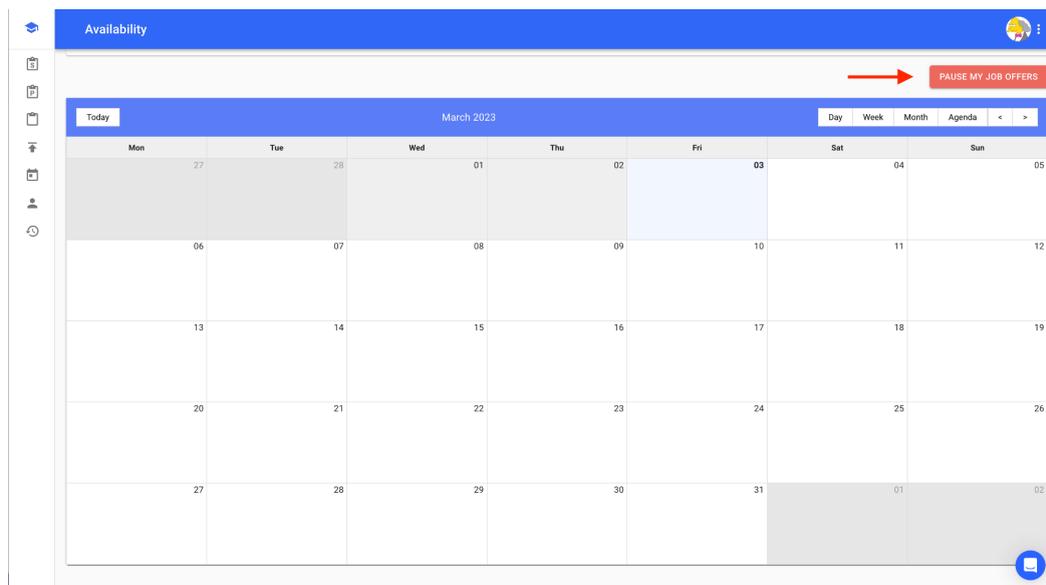
By marking yourself as unavailable on any given day or time will mean that you will not appear in search results for, and therefore cannot be invited to, any job that includes the time that you are unavailable.

Please note a school can choose to send out a job with the dates to be determined. If this is the case and you fit the criteria you will be invited to the job even if you've marked yourself as unavailable. This is to ensure teachers get invited to jobs that otherwise may not have fit into their availability and the dates can be discussed at a later date.

Pause My Job Offers

If pausing your availability, you'll be asked to give a reason as to why you're not available. This helps your Talent Pool service provider to monitor availability across the platform and improve their service to you. Once you have paused, you will not appear in any searches made on the system whilst you are still paused.

To unpause your job offers, simply click 'Resume my job offers' which will then allow you to appear in subsequent job searches. Please note that you will not be automatically invited to historically posted jobs unless the school repeats their search after you have unpaused. As a result, we would recommend unpausing a few weeks in advance of when you are ready to resume working.



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