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STAFF HANDBOOK

Please note this is a confidential document for your eyes only and the information herein is certainly not to be shared with ANYBODY now or in the future. Just to be clear, it is not acceptable to show this to a competitor or any future employer.

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Minecraft Club Leader

Responsibilities, Expectations and Admin

So, our after school Minecraft Clubs are generally paid for by the parents in advance in half termly blocks and so much of our admin relates to this. Most Clubs are an hour long and start about 3.30pm but make sure you know the individual start times of each of your clubs.

OK, in no particular order here are some of the things that you'll need to do:

1. **Registers.** You will need to make a register of the children in your club and send it in via email or FB to admin@milittlepad.com at the start of a new half term block. You will need to keep taking the register each session and notify us of any additions to the club.
2. **Money & Slips.** Before the first club of each term you will need to pick up all the reply slips and payments from each school's reception and deliver it safely to the office as soon as you can. Obviously we might not get all your club money in until the middle of the second week but any later than this can cause severe problems to cash flow.
3. **Punctuality.** Make sure you are at your school nice and early each day. Plan ahead and have a back-up plan if your transport fails. Be aware of accidents on the road that might cause delays and sporting events (such as the RUGBY!) technology is a wonderful thing!...use it to stay informed.
4. **Child Protection.** There is a separate policy on this that you must read at the end of the handbook, but can I just say here that YOU MUST NOT leave the club until each child has been safely handed over to a parent. And YOU MUST conduct yourself in a manner that is appropriate for a teacher of young children i.e. YOU MUST NOT use bad language be negative in any way. And obviously there should be no physical contact. If you have to raise your voice to establish order in the room then make sure it is not done in an aggressive way. keep smiling :-)
5. **More Child Protection.** If there is a problem and you need to contact a parent, you should have been sent a class list with emergency mobile numbers on that you should take with you to every club. If its the first week then obviously the slips won't have been processed for you to have been sent this...but you have the slips! if all else fails use common sense, talk to a member of staff on site.
6. **Dress Code.** You will usually have been given a Mi Little Pad Ltd branded polo shirt. Please make sure you wear this to your club.
7. **Mobile Phones.** Unless being used to photograph the children's work or for emergencies then your phone should not be out.
8. **Looking After Your Kit.** You are responsible for some very expensive tablets, chargers, routers etc. Make sure you count it out and back in again. Lost or damaged kit is your responsibility and if you lose anything it will be deducted from your remuneration.
9. **Charging kit.** Make sure that you charge your kit when you get home. Don't leave it until the next morning as it might be needed by someone else.
10. **The Jiggle.** Sometimes you may need to meet people to swap kit depending on who needs what!
11. **Be communicative.** Sometimes plans change on the day due to staff illness or whatever and you may be needed to go to a different school to the norm. Check your email regularly (many times a day!) Check your messages and texts. In a nutshell, if you stay in bed until 1.00pm and no one can get hold of you about changes to the work that is expected of you then it can cause a lot of stress for others!
12. **Be Reliable.** If you are late or tell us 'oh sorry I can't work next Wednesday I've got something on...expect us not to be happy. We find it VERY difficult to cover staff that take time off.

note* Failure to perform to these most basic of standards will result in you not being paid at £10/hr. The £3hr bonus is entirely at our discretion.

Minecraft Club Leader

Club Format and Resources

Remember you are a Minecraft Club **LEADER** not an observer! Imagine you were taking a gymnastics club, where at any moment, failure to do as they were told would result in the children getting hurt!.. You need to **LEAD** the club, with the children listening to your instructions and acting on them.

It is not acceptable to just 'rock up' and sit behind the desk for an hour with the children hardly aware of your presence.

So ...here is the club format.

1. Settle the children and make sure they have stopped talking, are sat down, are playing with their tablets (if they brought their own) and their eyes are on you.
2. Take the register while they are quiet and remind them of the club rules i.e. don't go on other people's worlds from other schools, no mindlessly destroying stuff or other people's work, no snatching or pulling at the kit, no walking with tablets or putting them on the floor!

3. THE QUICK BUILD - inter school competition

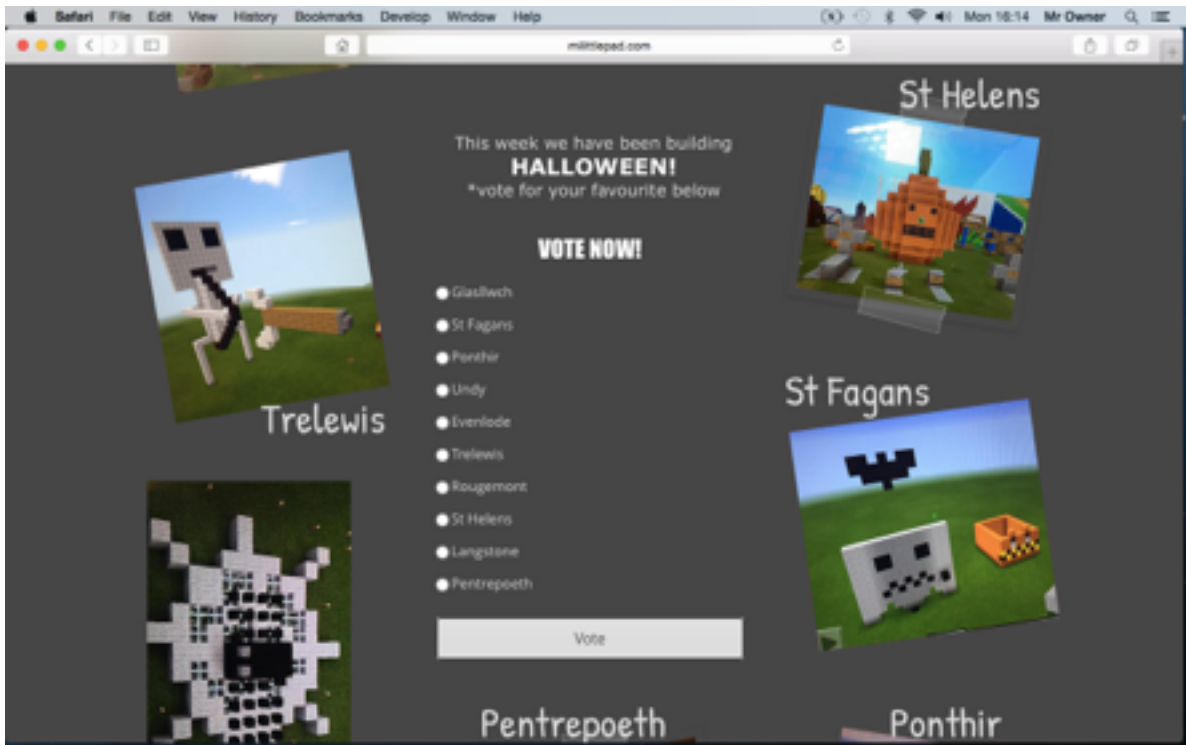


not

SCHOOL	POINTS
1 Gilbert Ingelheid	30
2 Trelech	26
3 Glasllwch	21
4 Shonawetan	20
5 Rougemont	16
6 The Dell	15
7 Beaufort Hill	10
8 Cross Ash	10
9 Kynin View	10
10 Rogiet	9
11 Fairfield	8
12 Gilben	7
13 St Woolos	7
14 Gabalfa	1
15 Charles Williams	1
16 Undy	1

Each week every club has a 5min quick build at the start eg build a PIZZA! The winner from each club that week is sent in and put up on our online gallery. The top 10 are put forward into a weekly online competition where the parents (or who ever) can vote for their favourite. The winners from the online voting get points for the inter schools leaderboard...We have an end of term 'build off' where we invite children down from the top 10 schools for a **super club** with prizes etc. We aim to give out little prizes each week as well.

Each Monday we publish a YouTube video where one of our staff showcases the kid's work from last week, tries the quick build themselves and looks at the leaderboard.



So the quick build part of the club usually looks like this:

- We are trying hard to get all the club members into the inter school competition and so we need to **remind the kids all about it before we do the quick build! Get them hyped that they are the best club in Wales and so we want them to prove it!**
 - If the interactive whiteboard is online you could show them the week's video.
 - Otherwise..get all the children ready with a tablet and a creative world ready to go.
 - Tell the children what they are going to build.
 - Make a fuss about starting the timer.
 - Walk round continuously giving encouragement and counting down the minutes.
 - Stop everyone after 5 mins..tell them if their hands are on the tablets then they are cheating. Get their attention and ensure quiet.
 - Get them all to show hold up a good view of their creation.
 - Choose the best from each table to come to the front (usually 5 or 6 children)
 - Explain to the rest of the children its time for them to be the judges like on the X Factor! Get them to vote (show of hands) for each finalist in turn.
 - Give the winner a sticker!
 - Round of applause!
 - Take a photo of the winning creation and post on Mi Little Pals (Our group chat)
4. At this point its usually 20-25 mins into the club (3.50ish)
5. Move on to the main part of the club, the topic build. EG Each half term we have a theme like the Roman Empire and each week the children would work on an ongoing build based on this theme. They can work individually or in small groups joining the same world (max 5).
6. Pack up 5 mins before the end and count all the iPads back in!
7. Don't forget your router if you got it out!
8. Make sure children are settled and walk with you to meet parents in an orderly fashion.

9. If they need to get coats..make sure they don't vanish. Get them to come back to you and when EVERYONE is ready.. go to meet parents.

* There is nothing worse than telling a parent 'they were here a minute ago!'

Resources

There is a secret link if you click on our logo at the top of the website www.milittlepad.com (password woozal) On there you can download helpful docs including the theme for the term etc.

Other useful notes:

Here's some key rules to consider:

No walking or running around with the iPads.

No speaking when a teacher (you) is speaking.

Don't load up other people's worlds and definitely no 'griefing' (destroying stuff).

Our club is a constructive club not a destructive club.

When on the wifi, treat each other just like you would in the playground.

Be like a teacher - We may not all be fully qualified teachers but you don't want the kids to treat you that way. It is much easier to keep control and manage the classroom if the kids see you acting as a teacher rather than a 'friendly' figure.

Make sure the call you Mr/Miss/Mrs [surname] rather than your first name.

Have each table stand quietly behind their chairs and dismiss them based on behaviour.

Be sure to follow through with any consequences for bad behaviour.

Circulate the classroom constantly to ensure that everyone is on task.

The receptionists must be your best friend! They are the gatekeepers to the school and often help out a lot with collecting money etc. Remember that you're representing Mi Little Pad, so get there early, have a chat & be friendly to all staff you see (especially the head teacher) and keep everyone up to date on what your clubs are working on this week/term. Also, don't forget to sign yourself in and out at reception!

Child safety is paramount. Even if there is a member of staff on site do not leave until you have physically seen every child out the door and safely with a parent or guardian. We cannot be seen to not care or have a 'get the hell out of there' attitude.

Remember that you and the kids are there to have fun! Be out-going and larger than life, walk around the classroom and chat to the kids! Ask them about their weekends/half terms or whatever!

PPA Cover

Responsibilities, Expectations and Admin

PPA Cover is a step up from delivering a Minecraft Club to say the least. Before you can deliver a PPA lesson you will need to have shadowed some of our exist staff as they teach. You will also have to spend a few days in one of our partner schools to observe time served classroom practitioners in action!

Normally we would prefer for you to start delivering your own PPA lessons under supervision but this depends on your level of aptitude and experience.

Obviously our lessons are a bit different to the norm as they are very specialised. However, it should be remembered that at the end of the lesson the children should have learned something tangible. These tangible things are called **Learning Objectives**.

Examples of learning objectives:

1. **Children to understand how many milliseconds in a second**
2. **Children to be able to describe the key elements of a medieval castle**
3. **Children to be able to say the numbers 1 to 10 in French**

Because our lessons tend to be activity based we have a wealth of opportunities to produce great outcomes. A lesson outcome is the result of time spent creating something.

Examples of lesson outcomes:

1. **A finished stop motion animation**
2. **A finished picture or poster that can be put on a wall or posted online**
3. **A screenshot of a finished medieval castle built in Minecraft**

PPA Cover lessons require much more planning on your part in order to be able to teach effectively. This is reflected in the hourly rate which we aim to be between £12 and £12.5 per hour.

As with Minecraft Clubs, all the same requirements for reliability and professionalism apply in order to maintain your bonus. In addition you must prepare your lessons and keep copies of these lesson plans available for inspection. At any time the headteacher might walk in and ask to see your lesson plans or scheme of work. If they are not available they will not be impressed with us or you!

note* Failure to perform to the most basic of standards as described above will result in you not being paid at £12/hr

PPA Cover

Lesson Structure and Guidelines

We have a host of lesson plan templates available to download either to use with existing schemes of work or as a basis to complete your own. In addition, our more experienced members of staff are always on hand to offer advice and guidance.

To access the secret staff resource page, click on the logo on the top left of the website and enter the password WOOZAL .

Remember our FB Group Chat - Mi Little Pals works a bit like our staffroom, where people can swap ideas, share lifts or whatever is needed to make everyone's life a little easier.



Parties

Overview and Party format

Minecraft themed birthday parties are becoming increasingly popular and usually run on a Saturday or a Sunday for 2 hrs.

Here are some notes:

Resources:

Creeper head
Minecraft Axe
2 routers
iPads fully charged!
Bluetooth Speaker for music... charged



Plan...

General chat to parents ... Waiting for all kids to arrive... Ask if they are ok if we put picture of the Birthday children etc on FB?
Have they got Minecraft cake and food - take pictures and be very impressed!

When all kids are there... Settle them down with 'who likes Minecraft?!'

Always start with general intro about being careful with iPads... No walking around with them etc... No putting them down on floor etc...

Where are the birthday boy/girl...make a fuss!

The first task (individual) which should take 20 minutes ish is to make a birthday tribute to them... It could be a big cake... A statue of them ... A birthday message in blocks....
Something they are interested in?

Put on some Minecraft Music which is on the iPad.

At the end of this task all iPads are shown to the birthday boy/girl to pick the best creation

You can probably get another couple of challenges

going then..., roller coaster chicken .. Or a snowy one as its that time of year...

After over an hour.. Get them in 3-4 teams and put them on wifi a group at a time ...

Explaining how it works etc.. The birthday kids can be leaders of teams ... They could pick other leaders?

Set team challenge and away they go.... Then maybe free play for a while at the end?!

Collect all kit mentioned above .,

Collect money

Child Protection

Responsibilities, Expectations and Admin and Policy

There is simply NOTHING more important than insuring the safety and well being of the children in our care, whether it be at Minecraft clubs or any sort of PPA cover or Gadget Camp scenario.

Although I am sure that 9/10 times common sense prevails, 90% is just not good enough! 100% of students must be safe and secure 100% of the time or we are not doing our job. To that end I have outlined some procedures that should be adhered to so there is no doubt in anybody's mind:

Minecraft Clubs

1. On the first club of a half term make sure that you collect all the reply slips from the school office so that you have contact details for each child that is attending. The slip will also tell you if the child is staying for one or two hours.
2. Sometimes, the school office might be closed and it may be physically impossible to get hold of the slips. In this case make a register at the start of the club and ask if any of the children think they are walking home. If any do, you **MUST** raise this issue with a member of staff straight away. A 7 year old child does not always know what they should be doing and they must not be allowed to walk away from school without a signed permission slip.
3. ***Do not let a child leave your care unless they are handed over safely to a parent. The only exception to this is when we have a signed permission slip from a parent for the child to walk home.***
4. Establish a routine where only ONE exit or pick up point is used. You can't split yourself in two.
5. If you have any doubts or problems please ring Sally, John or Sarah. Quite often a parent's contact details will already be on file from a previous club.
6. Sometimes, the club starts, and when the children are settled in to their activity you go through the slips to find a few children are in attendance without payment or slips. **DO NOT TURN ANYONE AWAY.** They are safer in our care than potentially walking off unattended. Make a point of seeing the parents at the end of the club and again... **DO NOT LET CHILDREN WALK AWAY UNATTENDED .**

PPA COVER & Gadget Camps

1. Things are slightly simpler with PPA as children simply move from class to class in the normal manner with no need to hand over to a parent. However, please make sure you have consulted the classroom teacher or teaching assistant to make yourself aware of any medical (or other issues) that you may need to take into account. * Note... you should always let children go to the toilet as soon as you can.
2. Lessons should be 'inclusive', gone are the days of a child standing outside the classroom door when they have been naughty. The worse the child's behaviour the closer they need to sit to you.
3. Although sometimes you may have to crank up your volume...you should avoid shouting at children or singling them out in any negative way.
4. Discipline - Make yourself aware of the school discipline and rewards procedure and follow that. If you try to impose your own discipline format it can be confusing for children

5. Gadget Camps are a combination of both of the above really. There are special sign in forms for these and parents have to specify who is picking the child up at the end of the camp. Do not let a child go with anyone else, even if the child knows that person. Remember, lives of parents can be 'complicated', so if the situation arises make sure you phone the person who dropped them off. As above, under no circumstances let a child walk away unattended.
6. Gadget Camps will also have a basic first aid kit available and there should be a designated 'first aider' on site as part of the team. In the event of any accident or incident (a bee sting for example) phone the parent straight away to let them know and make a note in the accident book.

E-SAFETY

Our Minecraft clubs were set up to allow children the opportunity to play together in groups in the safety of a classroom environment. More than 30million children (parents) have Minecraft accounts at home on their computers. Although it is essentially a parental responsibility to ensure that their children are supervised, it would be helpful of us to remind children of the following:

1. When joining 'servers' online to play games with others... people are not always who they seem and they should never divulge any personal information when using the chat facility that comes as part of these server games. Unless supervised by an adult, we do not advise using Minecraft in this way. Much like social media, it is open to abuse. Internet safety at home is essentially the responsibility of the parents and activities are undertaken at parent's discretion.
2. We never make online gaming available through our tablets.

EMERGENCY CONTACTS

If you need to get hold of MLP senior management you can use the following contact details:

Sally Cooper: 07860 937 270 email: sally@milittlepad.com

John Gallacher 07860 937 292 email: john@milittlepad.com

Sarah Knight 07739 640551 email: admin@milittlepad.com

Staff Training

Expectations

All staff are expected to maintain a certain level of knowledge and understanding about their job. To this end we put on periodic training sessions (usually 2 hr sessions every term). We expect all staff to attend who we feel it would benefit to do so.

Note* You do not invoice us for attending training sessions. They cost us a lot of money to put on to help you maintain the required standards of the post. Failure to attend training sessions may result in you not receiving your monthly bonus.

Getting Paid

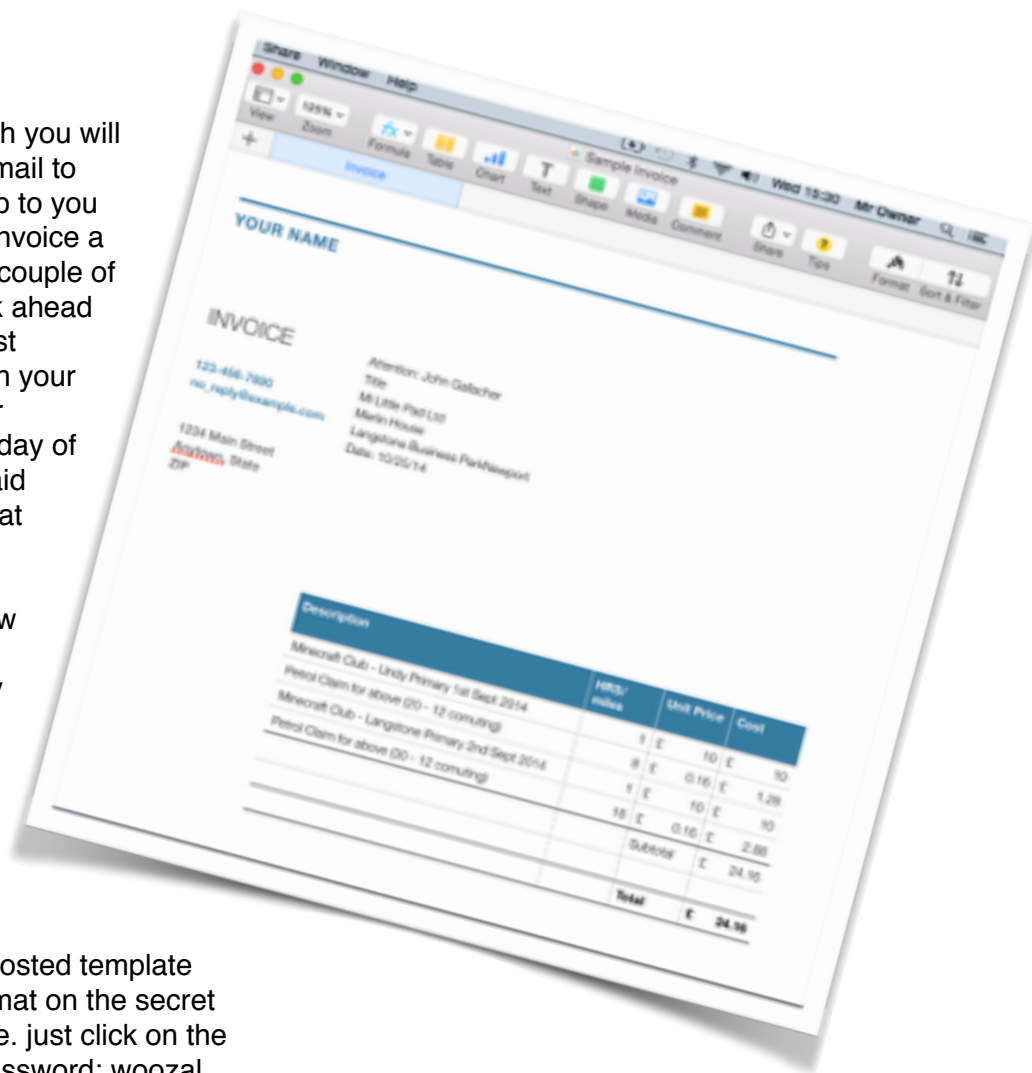
Invoicing, Claiming Petrol, Tax/NI and Self Employed Status

Just before the end of the month you will need to submit an invoice by email to admin@milittlepad.com . It is up to you whether or not you submit the invoice a few days early and include the couple of days that you are about to work ahead of time..or you can leave the last couple of days off and claim it in your next invoice. In any case if your invoice is not in before the last day of the month then you won't be paid until the following payment run at the end of the next month.

Your invoice should clearly show where you have worked, the hours claimed and for each day the total miles clearly showing the deduction of 12 commuting miles x 16p

Your invoice should clearly show the total to be paid.

To help you with this we have posted template files in both Excel and PDF format on the secret 'resource' section of the website. just click on the logo at the top and enter the password: woozal.



Remember you are self employed and responsible for your own Tax and NI. This you will need to register as self employed and show us evidence of this. Again, failure to do this can result in delays in payment or us having to make emergency tax/ni deductions from your fee.

Code of Professional Conduct

Below is an extract from the Department for Education's document on teaching standards. I believe as professional classroom practitioners we should strive to maintain these standards.

Preamble

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Part One: Teaching A teacher must:

- 1. Set high expectations which inspire, motivate and challenge pupils*
 - Establish a safe and stimulating environment for pupils, rooted in mutual respect*
 - Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions*
 - Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.*
 -
- 2. Promote good progress and outcomes by pupils*
 - Be accountable for pupils' attainment, progress and outcomes*
 - Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these*
 - Guide pupils to reflect on the progress they have made and their emerging needs*
 - Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching*
 - Encourage pupils to take a responsible and conscientious attitude to their own work and study.*
- 3. Demonstrate good subject and curriculum knowledge*
 - Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings*
 - Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship*
 - Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject*
 - If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics*
 - If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.*
- 4. Plan and teach well structured lessons*
 - Impart knowledge and develop understanding through effective use of lesson time*
 - Promote a love of learning and children's intellectual curiosity*
 - Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired*
 - Reflect systematically on the effectiveness of lessons and approaches to teaching*
 - Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).*

5. *Adapt teaching to respond to the strengths and needs of all pupils*

- *Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively*
- *Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these*
- *Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development*
- *Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.*

6. *Make accurate and productive use of assessment*

- *know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements*
- *Make use of formative and summative assessment to secure pupils' progress*
- *Use relevant data to monitor progress, set targets, and plan subsequent lessons*
- *Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.*
-

7. *Manage behaviour effectively to ensure a good and safe learning environment*

- *Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy*
- *Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly*
- *Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them*
- *Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.*

8. *Fulfil wider professional responsibilities*

- *Make a positive contribution to the wider life and ethos of the school*
- *develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support*
- *Deploy support staff effectively*
- *Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues*
- *Communicate effectively with parents with regard to pupils' achievements and well-being.*

Part Two: Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- *Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:*
- *Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position*
- *Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions*
- *Showing tolerance of and respect for the rights of others*
- *Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs*
- *Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.*

- *Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.*
- *Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.*

DBS Certificates

You cannot be deployed in a school without a current DBS certificate (less than 3 years from the date of issue). Preferably you will also be signed up to the DBS Update service.

If you are coming to work for Mi Little Pad Ltd and do not already have a DBS we can provide you with a form to fill in and return to us along with your required docs (Driving License, Passport, Utility Bill etc). You will also need to write a cheque for £58. **Your DBS will be refunded in full by us after 1 full term of successful work**, where you have met the basic professional standards for reliability and performance as detailed above.

Failure to supply the proper written notice as detailed in your contract will result in your DBS not being refunded.