



Engage Education onboarding guide



Welcome to Engage Education



We're excited to have you on board!

So, you've decided to work with Engage - and we're thrilled to support you on your journey. This onboarding guide will walk you through our process, what to expect at each stage, and how we'll help you settle into your new role with confidence.

Whether this is your first teaching role or you're taking the next step in your education career, this guide is here to make the transition smooth, clear, and exciting.

Read on to discover everything you need to know about getting started with Engage.

Before you find work

01 Registering with Engage

No matter how you find us, online, at events, or through job boards, your local consultant will be in touch to arrange a vetting call. On this call, you will run through a series of questions to discuss requirements to work in a UK school.

You can then look through contract choices and sign up for a range of jobs and work types. For more information, see the links below:

- <https://engage-education.com/long-term-teaching-vacancies/>
- <https://engage-education.com/supply-teaching-jobs/>

02 Onboarding Forms

After your vetting call, you will be sent two emails:

- Email 1: Contains legal information including a breakdown of the methods of pay you can choose while working with us
- Email 2: This email contains two forms, a registration and an onboarding form where you can upload all of your documents. The registration form explains your rights and responsibilities as an Engage candidate.

03 Your team

- The next step is your documentation, references and clearance being checked by our Candidate Success Team. Once this is complete, our compliance team will then clear your file and check that your documents and identity are verified.
- Once you have been approved, another email will hit your inbox asking you to join our CPD partners website (for free!) and complete your safeguarding training.
- If there are any further documents we need / documents missing, your CSC will be in touch!



How we find you work

As the UK's largest overseas education recruiter, we work with over 3,000 schools across a wide range of areas within the UK

As soon as you have uploaded all of your documents on our onboarding form, your consultant will begin looking for work for you

Now is a great time to download our EngageNow app, where you can set your account up, check your work preferences, easily see and apply for roles and accept work

Once you are registered, you may see emails or app notifications about relevant roles in your area. Speak to your consultant if you like the sound of a role

Your consultant will prepare an Engage-branded CV and profile highlighting your skills and experience, which will be shared with schools in your local area to help you secure the ideal role.

You may be invited to complete some trial days or attend an interview!

- If your interview is in person, your consultant will prep you beforehand with some great tips and tricks.
- If your interview is virtual, you can opt for your consultant to dial in and be there with you for the entirety.

From the moment you complete onboarding, we start matching you with roles across our network of 3,000+ UK schools - through our app, direct emails, and personalised support from your consultant, who's here to hype you up every step of the way!

Accepting a new role



Congratulations - you did it!

If you've been successful, you'll receive a booking confirmation with all the details of your placement.

Still completing your vetting? No problem - your Compliance Officer will guide you through any outstanding steps.

Before you start your new role, make sure to complete your preparation, including reading our Code of Conduct, Safeguarding training, and any other required materials.

Ongoing support

If you are on a long term placement, your consultant will check in with you on day one to hear about your first day.

If you are working on short term roles, we'll be in touch every week to check in.

If you have not received your booking confirmation or any of the information above, please get in touch.

Ratings and feedback are key. Our schools rate our candidates via our booking platforms and we will share this with you for your ongoing upskilling!

[CONTACT US HERE!](#)

