

Teaching Tips for Supply teachers

Positive approach

It is important to make your teaching experience as positive one for you as much as for the students and school. Organisation is a key factor as well as good behaviour management skills.

Getting to school

Be sure that you have all the information that you need to ensure that you get to school in good time. Your consultant will give you as much information as possible, however it is advised that you also use the links below:

To see the street plan: www.multimap.co.uk
www.streetmap.co.uk

Plan your journey: www.journeyplanner.tfl.gov.uk
www.nationalrail.co.uk or 08457 48 49 50
www.theaa.com/travelwatch/travel_news.jsp

Time keeping

Aim to arrive before 8.15am to ensure that you have time to orientate yourself and prepare for the classes / timetable that you will be covering.

Ask your contact person for information about the timetable, school lesson times, fire drill, breaks, registers behaviour management policy and procedures etc.

Make sure you sign in at the beginning of the day so that the school has a record of your attendance in the building.

Most classes will have work set for you to deliver and schools do expect that the lessons are followed to ensure continuity. It is always recommended that you have a few prepared, successful lessons with you as back up for the times that lessons are not set.

Please do refer to our **Resource Bank** for details and helpful links to National Curriculum and lesson information.

Behaviour Management

Good behaviour management is one of the most important aspects of successful supply teaching and is the largest issue for teachers looking to work on a supply basis.

It is important that you communicate with your school on this issue and always ask for a copy of the Behaviour management / discipline policy when you arrive at a school.

Being firm and fair and setting clear boundaries will go a long way to ensuring that you have a successful day. It is not acceptable to use physical force to discipline a student in any way. Be sure to keep your distance when addressing discipline / behaviour issues and avoid being alone with any student at any time.

Helpful points:

- Set clear expectations and boundaries at the beginning of the lesson
- Present yourself as firm and fair
- Go to school prepared and always have a few tried and tested lessons to hand in case work is not set.
- Be sure to follow through on the consequences of poor behaviour
- Address the behaviour not the person. Keep the two separate when dealing with discipline (Your behaviour is not acceptable as opposed to you are not etc)
- Keep calm and confident – do not shout.
- Try to learn names and make use of them during the lesson.
- Remember the names of the Head Teacher and senior Management and refer to them if necessary during the lesson.

Avoid:

- Shouting and losing your temper
- Negative speech or body language
- Focussing too much on poor behaviour and not the good.
- Whole class punishment ie detentions
- Inconsistencies in discipline
- Entering the classroom unprepared

Be sure to complete your Teacher feedback sheet for the usual class teacher.

Timesheets

At the end of the day, week or assignment if less than a week, make sure you have your timesheet signed and ask the school to fax a copy through to LER.

Completing a timesheet and **Copy of timesheet**

Supply etiquette

Schools take stock of the performance of a supply teacher during the day. The small things do make a difference and can be the difference between being asked back for further cover or not.

It is important to be mindful of expected etiquette:

- Complete your Teacher feedback sheet at the end of the lesson
- Stay in the classroom until the students have left
- Ensure that the classroom is left tidy and with the board clear.
- Make sure that school property (keys, books etc) are returned before leaving for the day
- Hand any confiscated items to the appropriate member of staff
- Complete your timesheet and have an authorised member of staff sign it.
- To have a positive approach when dealing with other individuals within the school.