

Education 365

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Expectations of a supply teacher

You will be expected to:

- On your first visit to a school, you are required to produce your CRB and identification.
- Arrive in good time for your placement with time to prepare (**normally 8.30am**).
- Familiarize yourself with the school and key members of staff (**refer to staff handbook**).
- If covering for a form tutor, take the morning register .
- Provide break-time supervision if required .
- Complete any necessary marking for the classes during the day.
- Leave the classroom in a tidy state ready for the next lesson.
- Provide a notes on the day – the work covered, pupil effort, any problems etc. for the returning teacher. This helps with continuity at the school.

Is work prepared for you?

Most of the time there will be work set but always have a lesson plan ready in your bag if required. Most teachers plan well in advance and if the need for supply has been anticipated it is normal for a school to provide a visiting teacher with a plan for the day. If a supply teacher has to be called in at short notice it is unlikely that a specific lesson will have been prepared for them in advance. If work has been set then always follow the set lesson and if there is marking to be done then do the best you can. Try and give yourself as much time to prepare as possible for your journey and day ahead.

Put in 100% every day!

When you are given supply work do the best you can as schools like hard workers and always remember the “**good supply teachers**”. The hard work that you put in may result in a long term position and that makes it all worth while!