




EDUCATION
RESOURCING LTD

Supply Teacher Handbook



Filling the gap between teacher and school

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This guidebook is designed to give you some useful tips that will enable you to work effectively in the variety of education establishments.

Mission Statement

- To respond to all requests made of us with high standards of integrity and honesty
- To provide a responsive and high quality service to schools reflecting value for money
- To supply teaching staff that have suitable, relevant experience to cover all appropriate areas of the curriculum
- To provide supply teachers with regular reviews of their performance

Preparation and Planning

- Do ensure that you know the time you are expected to arrive at the education establishment

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- Find out how long it will take to reach your destination
 - Know the name of the contact member of staff at the school, whom may be the person you have to report
 - Ensure that you know the class, year group and subject(s) that you will be expected to teach
 - Please don't hesitate to ask if you need confirmation about the information outlined above
 - Any queries that you have should be flagged up before you start your supply post
 - On occasion your assignment may change within the education setting. You may start in one-year group class and end the day in another. This is within the discretion of the school; therefore your flexible approach toward the assignment is essential
 - Be prepared to take any extra activities for children to do just in case they complete the work set, or in some circumstances where activities have not been provided for the children/students

- It is also very useful to take P.E. kit along with you, in case you are asked to teach physical education or support children in a P.E. style lesson or workshop

Induction booklet

Many schools/education establishments have written guidelines for supply teachers. Please ask the school's supply teacher contact for a copy. The following information is usually included:

- Timetable
- Map of the school with marked emergency exits
- Fire alert procedures
- Behaviour and Reward policy
- Playtime/break time duties
- Registration instructions
- Class seating plan and additional adult support in the classroom
- Instructions for dealing with cases of ill health and injury

Reputation

Education Resourcing Ltd aims to offer high quality provision to education establishments in order that their needs are catered for. We want schools and colleges to have faith in the services, which we provide and as a consequence schools will then

continue to re-book our supply teachers. Therefore:

• Safeguarding children is paramount

Do remember that you are responsible for the safety of the children in your care

• Never leave a class unattended

Do give a member of the leadership team information about any child protection disclosure that a child has communicated to you. Never promise to keep a secret about such a disclosure. Always let the child protection staff member know

- Do follow the fire regulations and emergency guideline as set out by the school
- Do avoid physical contact with pupils/students
- Do arrive at the school at least half an hour before the school day begins according to the school's start time
- Do control the class and encourage them to produce high quality standards of work and behaviour
- Do inform serious disciplinary incidents to a member of the leadership team in school. Write a full account of the date, time and give full details of what happened
- Don't use your mobile phones/camera/videophone during class time. Mobile phones should be switched to silent mode



- Do ensure that you dress appropriately and ensure good personal hygiene, in order to give a good impression to the school

At the end of the school day ensure:

- All pupils /students have taken their belongings home as well as any homework that may have been set by the class teacher
- Ensure that younger children are not left unattended at home time and have been matched up with the adult authorised to pick them up. If the child does not recognise the person, inform the school leadership team
- Ensure the classroom is tidy and furniture is set out as you met it
- Ensure the teacher's desk is left as you met it
- Leave all completed work, marked if applicable in an easily accessible place
- Leave notes on activities completed for the class teacher to read on their return
- Report to your designated supply contact. Ask them whether or not they need you back for further bookings
- Encourage the contact to rebook through 'Education Resourcing' and

inform us of follow-up bookings that the school wishes to make with you as soon as the school tells you

Long term Contracts through the agency

- You are expected to accept the full responsibilities of the teacher whom you are replacing
- Safeguarding of pupils/students in accordance with the law and school guidelines should be adhered to at all times
- Full involvement in planning, preparation and delivery of the curriculum
- Assessment formative and summative
- Differentiation of individual needs of pupils /students (SEN, EAL etc...)
- All marking in accordance to school policy
- Attending staff meetings
- Attending and conducting parent meetings
- Report writing
- Day-day school duties assigned to you (playtime duties etc)



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