



TIMING IS EVERYTHING

Be on time! Firstly at the start of the day but also during the day. Duty of care is a huge concern for schools. Having the headteacher bring your class back in for you is not setting a good impression. Stick to the timings of the day as much as possible.



KEEP NOTES OF THE PROGRESS OF THE DAY

Even if you have to write a list of the timetable, detail briefly what you've covered. Tick off and comment on the lessons taught - comment on:

- content covered
- what has been marked and a general outline of understanding (e.g. they really got ... but need more time on...)
- behaviour of students
- feedback of the overall day



ASK THE RIGHT QUESTIONS

Asking the right questions can get staff onside to help straight away, whilst asking the wrong questions can get people offside quickly.

Being proactive on signing into the school asking whether they need the DBS, who is the safeguarding lead, do they have a safeguarding, behaviour and marking policy are good questions.

Once in the class, asking TA's or teachers for heads up on students to watch and behaviour strategies they use consistently in the class is a good idea.



STAY WITH THE POSITIVES

Your behaviour will shine early - go with a positive mindset and be enthusiastic and proactive. When controlling a class, use more positives than negatives. Using low level strategies first will save your voice and will also give you room to move to bump up to the next level should you require it.

BEHAVIOUR TECHNIQUES



change your voice - tone & volume



control - movement, transitions, instruction sessions



be organised

movement

- keep on the move



Stay positive- smile and keep calm!



keep the structure - follow the timetable



Non-verbal techniques

- point
- touch
- proximity
- facial expression
- the pause



05



DRESS TO IMPRESS

The way you present yourself gives a first impression. That first impression should be professional and smart. Some schools will have stricter dress code policies so be aware of that and adhere to it as much as possible.



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TALK TO THE STAFF & KIDS AS WELL

Even though you are a supply, you never know where the next opportunity or your circumstances will take you. If you get nothing out of the day, at least you have opportunity to meet different people in your field and see another, different school environment.



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REPORT BACK TO A LINE MANAGER

Telling the staff how your day went whilst maintaining a positive mindset is important. Also saying thank you to those who helped really goes a long way. Your reputation will follow you!

LAST OF ALL - IT SOUNDS OBVIOUS BUT LET YOUR CONSULTANT KNOW HOW YOUR DAY WENT. THEY WILL BE ABLE TO GAUGE OVER TIME WHAT YOUR PREFERENCES ARE FOR SCHOOLS.