

Supply Teaching Tips

Be ready with your phone switched on to take calls from 7am - our consultants will ring lots of teachers to fill a supply vacancy, the first to pick up the phone will get the job! Most schools will want you to arrive by 8.15 so you need to be dressed and ready to leave your home quickly.

Confirm with your consultant exactly where you are going, and the time you need to be there – check the distance from your home and work out the travel time. Find out who you need to report to when you arrive.

Dress smartly - first impressions count. Men should always wear a shirt and tie with their outfit and ladies a jacket. If you are covering PE, dress appropriately! Avoid jeans, leggings, flip flops t-shirts, low cut tops, and anything that resembles beach wear.

Be prepared to be faced with no planning - this should not happen if you have been pre-booked, but unfortunately sometimes it does so take your own resources just in case.

Take lunch if you don't know the area and don't want to spend your lunch break searching for a sandwich.

Remember to take your DBS and photo ID with you.

Always call your consultant if you are running late, if something goes wrong, or if you change your mind about a booking. Communicating problems honestly allows us to explain matters to the school, let them know when you will arrive, or arrange a different supply teacher if necessary.

Arrive early as it gives you time to organise your day. It also gives you time to find the teachers' written plans, staff toilets, tea and coffee making facilities, and where you can prepare resources.

Check in at reception. Once you have been signed in, ask to be directed to the supply manager - if you are not sure about any aspect of the day this is best person to talk to! They will most likely give you a supply pack containing more information about the school.

Ask questions if you're not sure about something. Make sure you understand the rewards and sanctions the school uses when dealing with behaviour, or if there are any pupils with SEN or learning needs in your lessons that you will need to cater for. Ask for login details for IT systems.

Smile and introduce yourself to everyone you meet - not only is it good to see a happy face but it leaves a great impression and you're more likely to be asked to return.

Exceed expectations - be proactive and mark work during lunch or after school, ask if there's any help you can provide during your free periods, leave a note for the teacher at the end of the day detailing work covered and any behavioural issues, and leave the classroom as you found it.

Say goodbye - find the supply manager and tell them how much you enjoyed the day; the school are more likely to ask for you again if you make a good first and last impression.