



gsl

Education

Introductory Guide for Supply Education Professionals

Part 1

Welcome to the Supply World

Entering the world of supply teaching, whether as a new or experienced teacher; nursery nurse; teaching assistant; cover supervisor or tutor is a challenge - but ultimately an extremely rewarding one. Follow the tips below and you'll be on your way to success. For emergency supply morning or full day bookings, you may receive a phone call from us between the times of 6:45am and 8:45 am:

- Please keep your phone switched on and near you at all times so you don't miss out on work opportunities
- Be dressed and ready to leave promptly by the time we call as **punctuality is extremely important** for both your reputation and ours. Also, if you're late this may result in the pupils being left unsupervised!
- Most schools like to have supply teachers in the school **no later than 8:15am** in time for registration and to provide you with the information for the day
- There **is no excuse** for arriving later than 8:15 am for **pre-bookings**
- If you cannot attend a shift due to **extraordinary circumstances**, you must **ring us by 7:15am** so we can find a replacement and contact the school
- If you are running late **please find a way to ring us** as soon as you can so we can forewarn the school

For pre-bookings or emergency afternoon bookings we may ring any time during office hours which are **Monday – Friday 7am until 5.30pm**

Dress Code

It's important to ensure you represent yourself professionally and **set an example** to your pupils. As a general rule:

- **Absolutely no jeans, tracksuits, T-shirts or trainers to be worn (unless you're a P.E supply teacher)**
- Formal attire only – preferably a suit (in fact some schools are now specifying it compulsory for all teachers to wear a suit)

Finding your way to school

We'll give you all the necessary information on how to get to your booking, including:

- Name of school/nursery/college
- Address
- Name of contact person who will induct you and sign your timesheet
- Nearest tube/bus station
- Rough walking route from closest transport links
- Any additional information about the school/nursery/college that will help prepare you for your day

If there's a last minute emergency, we'll text you all information **while you make your way** to the nearest station to the booking

- Please make sure you carry with you an A-Z or detailed map of London
- If you have time, you can check: www.tfl.gov.uk and www.nationalrail.co.uk for transport instructions or www.google-maps.co.uk/ and www.theaa.com for driving routes

Proof of Identity

- Please ensure you have **photo identification** on you at all times in the form of a **driving license or passport**
- Schools may also require you to take with you a **copy of your most recent Enhanced CRB check and proof of address** – we'll notify you of specifics at the time of the booking should a school require additional documentation

Expectations of a Supply Teacher

By now you will have safely and soundly arrived at your destination with (hopefully) ample time up your sleeve to take stock of your new surroundings and **prepare yourself** for the day ahead

First Impressions Last

It can be stressful finding your way to a new environment for the first time and a struggle to remain composed when you have battled with tubes and busses. However, from the moment you walk into the learning institution **you are representing your skills and both of our reputations**. Creating a good first impression is very important:

- Come in with a **smile** on your face and a **positive attitude** to those around you
- Always be willing to **go above and beyond the call of duty** and if extra is needed – step in
- **Be calm** and confident
- Show initiative and **be proactive**
- **Ask questions** – it shows you are interested and helps you prepare for the day ahead
- Please ensure that your mobile phone is either switched off or on silent for the duration of the day and under no circumstances answer your phone in the classroom
- **Lead by example**

School Procedures

- **Introduce yourself** at reception, state you are a supply teacher from **GSL Education** and ask for the **contact person** whose name would have been supplied to you in the morning
- You must **sign in** and **show identification** at reception
- You'll be **given a visitors badge**
- You'll then be met by the contact person or somebody at reception who will **provide you** with any or all registers of the following: school behaviour policy, school map, your timetable for the day, student register, work set, emergency contact numbers and other general induction information
- **If you are not given information you feel is vital – ask for it!**

Part 2

Timesheets & Timesheet Procedure

- **Please take a copy** of a GSL Education **timesheet** with you – this would have been provided for you in a folder when you came to see us. You can also print copies from our website: www.gsleducation.com (go to downloads)
- **Please make sure you fill out the right timesheet** – either hourly or daily
- **Nursery Nurses will only fill out the hourly timesheet**
- You must have your timesheet signed by a representative at the school – we will have given you this contact person's name in the morning
- If you are **committed to more than a 1 day shift** – please **fax, scan and email, or post your timesheet** over to us on the **final day** of your booking
- Take a copy of your timesheet for your **own records**
- **Timesheets are your responsibility** – if for some reason you don't get your timesheet back to us this could delay your payment. Never just rely on the school to send it over
- **Timesheet deadline is Friday afternoon at 5:30 pm**

Part 3:

Behaviour Management

Harnessing the power of **creative, effective classroom and behavior management** is one of the major challenges faced by supply teachers. The points below should help you a) **gain the respect** you deserve from the class b) **facilitate learning** and, finally, c) **become** a popular, **in-demand** supply teacher at each school you go to:

- Every school will have their own **policy on behaviour** so please ensure you read it and follow the school's procedures to the letter
- **Introduce yourself** to the class and write your name on the board – tell the pupils their teacher by the name of '.....' is absent today, that you'll be taking their lesson, and to sit in their normal seats
- If a register is provided, often it is **a good idea to get a pupil to read it out** on your behalf so you have the opportunity to **take note of names** and faces
- **Set the lesson objectives** by writing them on the board and going through them clearly with the class
- **Set clear ground rules** and expectations on behaviour – these will be the normal existing rules that the pupils are familiar with and that you will be reinforcing
- If for some reason you do not know the school's behaviour policy – ensure you elicit rules from the pupils on standard practice, negotiate new rules where necessary and then ultimately bring your own rules as a last resort
- A good tip is, whenever possible, to **give the pupils choices**. You could choose two things which are examples of appropriate behaviour and let them decide between them so they feel they have been consulted. This also encourages team work and ownership
- **Be consistent** – repeat the rules/consequences and lesson objectives to steer pupils on task
- Use **positive reinforcement**. Always encourage pupils who are behaving well e.g. "I like the way you are sitting quietly and working so hard"
- **Find out names of the senior management team** and refer to them
- **Avoid sarcasm** and negativity
- Be **emotionally neutral** when dealing with inappropriate behaviour. Avoid getting upset and angry as then **you are no longer in control**
- **Separate** the behaviour from the child. "I like you, but not the way you behave"
- Be firm but fair and **be a good role-model**; if pupils respect you they are more likely to listen to you and do their work quietly
- Change seating arrangements to **break up groups of poorly behaved pupils** who are influencing each other
- If you cannot deal with the issue inclusively, then **don't be afraid to seek help** send a well behaved pupil to fetch a senior member of staff
- **Never leave the classroom unattended**

Classroom Management – Some extra pointers

- **Be prepared** – bring some lesson plans with you as a back-up – even if you are covering a class you are not a specialist in, you can use your plan as a template for work set
- Change your lesson to **incorporate different types of activities to engage the pupils**
- **Don't let on to the class you are only there for one day as a supply teacher – pretend you will be back in tomorrow**

Part 4:

Child Protection

All workers employed by GSL Education must have a **duty of care for the physical and mental wellbeing of the children** they come into contact with whilst working through our agency:

- Any **abuse, neglect, or general concerns** about a child witnessed by a GSL worker must be **reported to a senior member** of staff without getting directly involved
- Any **physical contact** with a child is **legally prohibited**
- Use desks, chairs or **types of furniture** to act as **natural barriers** between you and the child if confronted
- Do not give out your personal **contact details**
- **Avoid inappropriate language**
- If a child wants to speak to you in private, make sure someone is present or nearby
- If a child discloses something to you in confidence – **listen without judging** them but do not promise to keep a secret; **explain to the child** that you might have to share the information with an appropriate person within the school. If you do this, relay information in the child's own words

If you need any further information or have any questions, please don't hesitate to call or email the office and speak to a consultant

The GSL Team

Teaching Related Links:

Check out www.gsleducation.com for many useful links

Educational Organisations:

Department for Education www.education.gov.uk
 Office for Standards in Education (Ofsted) www.ofsted.gov.uk
 National Network for Learning www.nen.gov.uk

Curriculum Resources:

The National Archives www.nationalarchives.gov.uk
 Education and Curriculum Resources www.theteachernet.co.uk

Teaching Resources:

Behaviour management www.theteachersguide.com
 Schools Net www.schoolsnet.com
 BBC Educational Resources www.bbc.co.uk/learning
 Resources for Primary Teachers www.primaryresources.co.uk
 TES Resources www.tes.co.uk
 Teaching Resources www.4teachers.org
 Guardian Education www.guardian.co.uk/education

Magazines in Education:

Times Education Supplement www.tes.co.uk
 New Scientist www.newscientist.com
 The Economist www.economist.com

Transport:

National Rail www.nationalrail.co.uk
 Transport for London (TFL) www.tfl.gov.uk
 Google Maps www.maps.google.co.uk
 Driving Routes www.theaa.com

Immigration and work permits:

UK immigration and Work Visa www.workpermit.com
 Immigration and Nationality Directorate www.ind.homeoffice.gov.uk

Examination Boards:

AQA Examinations www.aqa.org.uk

Professional development and qualifications:

Short Courses for Teachers: Institute of Education www.ioe.ac.uk
 Training and Development Agency: TDA www.tda.gov.uk

The Qualifications and Curriculum Authority: QCA www.qca.org.uk

Distance learning courses in Basic Skills, EFL, ESL, IT Business Management:
www.learndirect.co.uk

Teacher training certificates for primary & GTP: The Urban Learning Foundation
www.urbanlearning.org.uk

In-School Training (possible if you have a long-term or permanent position)
Leadership development: National College for Leadership of Schools and Children’s Services
www.nationalcollege.org.uk

Type of Qualification:	Qualification:
UK NQT Induction training (1 year)	Qualified Teacher Status
Overseas Trained Teacher QTS training (up to 1 year)	Qualified Teacher Status
Graduate Teacher Programme (1 year)	Qualified Teacher Status
Registered Teacher Programme (2 years)	Qualified Teacher Status

Life in London Links:

www.timeout.com	The online version of Timeout magazine with everything you need to know about what’s happening in London
www.londonnet.com	General guide to London
www.thisislondon.co.uk	News, jobs and entertainment
www.tntmagazine.co.uk	Online version of the ubiquitous TNT magazine
www.londontown.com	Online newspaper featuring news, guide and ads
www.gumtree.com	Find a flat, a job, buy and sell your gear, find lost friends and make new ones...