

STUDENT TEACHER
HANDBOOK

AWESOME TEACHER

NEED ADVICE AND SUPPORT ON
YOUR TEACHING PLACEMENT?

WE ARE HERE TO HELP.



Call 028 9078 4480 WEEKDAYS 8.30AM–5.30PM

EMAIL northernireland@mail.nasuwt.org.uk

SCAN QR CODE FOR MORE

WELCOME

NASUWT is a democratic union and the only teachers' union to represent members in all parts of the UK. By solely representing teachers, NASUWT is also the most effective union representing your interests! That's because our leadership consists entirely of qualified and experienced teachers, elected by members.

We recognise that everyone working in education deserves specialist support for their respective roles. That's why NASUWT is committed to working with unions that possess the necessary expertise and skills to represent non-teaching staff, with their broad range of contracts and diverse responsibilities. This allows NASUWT to focus on the issues important to you – the teacher.

DEVELOPMENT

1. PERSONAL

We offer **Free** webinars and seminars to complement your teacher training and first years of teaching, helping you with:

- Interview skills
- Job application form tips
- Behaviour management
- Working assertively
- Time management
- Induction rights
- Staying safe online
- Voice care and wellbeing

 <p><i>Lovely people, practical, positive sessions</i></p>	 <p><i>I feel positive about my next step in teaching and ready to embrace the challenge</i></p>	 <p><i>Perfect for new teachers and aiming to increase my confidence before I start my first post</i></p>	 <p><i>I have gained insight and perspective into how far I have come</i></p>
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2. PROFESSIONAL

We also offer a range of **Free** professional development events throughout the year, timed to offer you the right kind of support, just when you need it.

We'll email you invitations to relevant events taking place during your training, so please make sure we have your up-to-date contact details!

FINAL TERM OF TRAINING

The job application and interview process can be daunting, so we'll arrange for an experienced recruitment professional, with a background in shortlisting and interviews, to share their experience with you. They'll also provide you with tips on how to get your ideal job!

BEFORE YOUR FIRST TERM

In the summer after you qualify, NASUWT will invite you to our free development days and webinars on: behaviour management; voice care and wellbeing; your induction rights; staying safe online.

WINTER OF FIRST ACADEMIC YEAR

At the end of your first term of teaching, NASUWT will invite you to a face-to-face development and training day. Sessions will be relevant to current issues in teaching but will include such topics as: dealing with trauma in pupils; effective time management; working assertively; your rights in your second year of teaching.

SUMMER OF FIRST ACADEMIC YEAR

In the summer term, the NASUWT development day will help you revisit your experiences of your first year of teaching and help prepare you for the year ahead.

NATIONAL CONSULTATION CONFERENCES

Once you've qualified and finished your initial teacher training, you'll be able to attend other consultation conferences aimed at supporting specific groups of members. These events: are **Free** to attend; provide a safe space; provide professional development opportunities; provide networking opportunities; contribute towards the NASUWT agenda.

YOUR RIGHTS



As a student undertaking initial teacher training, you have rights and entitlements that NASUWT can help you understand.

EXTENDING TRAINING

If you miss placements or significant parts of your training as a result of illness or unexpected life events, you may be able to negotiate an extension to your training year with your training provider. You may wish to involve your student union with any course issues.

ADDITIONAL IN-PLACEMENT SUPPORT

If you feel you are not receiving the support from your placement school to which you are entitled, contact NASUWT for advice. We can help you put your concerns in writing to ensure you have an audit trail.

ALLEGATIONS AND COMPLAINTS

We are here to support you through informal and formal investigations. Our dedicated advisors and representatives are here to provide confidential advice and support if you receive a complaint or allegation while on placement.

BEHAVIOUR MANAGEMENT

You'll need to gain confidence, trust and respect from your pupils as an able practitioner, while getting the lowdown on the class/subject you are going to teach, including any issues or pupil needs.

It is also essential that you familiarise yourself with the behaviour policy and ensure your behaviour management plan matches it.



Maintain order and discipline in the classroom. Here are a few tips!

1. SET BOUNDARIES

All children and young people like order and good discipline, because it helps them understand what is required of them. From the outset, tell your class what you expect of them and what they can expect from you. Also spend some time setting out your personal behaviour policy.

2. USE POSITIVE LANGUAGE

Tell pupils what you want them to do, not what you don't want them to do! The message is: 'This is the way we behave in my classroom'. Plus – the use of the word 'thanks' after an instruction is much more powerful than the word 'please' before.

3. STRESS THAT WE ALL MAKE MISTAKES

Making mistakes is how we learn. So allow your pupils to get answers wrong, to learn together and to solve problems together. That way they won't be so embarrassed.

4. MAKE SANCTIONS FAIR AND REWARDS REGULAR

Children and young people recognise fairness and prefer to be treated as the individuals they are, rather than just a part of a difficult group! So keep your sanctions doable and commensurate with the rule that has been flouted. And reward appropriate behaviour regularly, with a smile, a stamp on their work and a word of encouragement.

5. BE ASSERTIVE

You need to be assertive in both your verbal language and your body language. Sarcastic teachers don't get the best out of their learners; kind but firm teachers do! So always speak clearly and confidently, without raising your voice.

6. DEAL WITH ANGER IN THE CLASSROOM

It's impossible to deal with an adult or child when they are in a temper. The best response is to remain calm and express your willingness to help the person once they are ready. Try to keep control of your own emotions whatever the other person might be feeling and, if possible, thank the rest of the group for getting on with their work. The class wants to see that you are in charge of the situation.

7. REMEMBER SENSE OF HUMOUR

Try to incorporate humour into your teaching and to recognise that of your pupils. It's hard for anyone to get angry or aggressive if they are laughing.

NASUWT has produced a range of guidance on managing classroom behaviour, which is applicable to all teachers throughout their careers.

Visit nasuwt.org.uk

THERE'S MORE..

NASUWT OFFERS



Free Student Membership

Confidential advice

Cross-sector representation

Professional development throughout your training, first year of teaching and beyond

A range of benefits, including discounts on services and activities

FACING PROBLEMS?

If facing any difficulties, try to address concerns at the earliest opportunity

Speak to your tutor, training provider or mentor

Call NASUWT for confidential advice if problems persist

WHEN TRAINING



Free Membership

Support on placements

Training and lectures through your training provider

Lifestyle benefits, discounts and savings

SAVE on new Vauxhall cars with the Vauxhall Partners Scheme

SAVE up to £120 on a week's summer holiday with Hoseasons this summer

Examples are illustrations of savings that can be made.
All offers are subject to change without notice.

FINAL YEAR OF TRAINING

Finding Your First Teaching Post lecture to help you stand out for the right reasons and obtain your ideal job

Access to lifestyle benefits and services

Legal advice and support

SAVE up to £75 on family tickets to Alton Towers resort, just by booking in advance

WHEN YOU QUALIFY



Free Membership

Starting Out, NASUWT's guide for new teachers



Free CPD provision

Advice, support and representation for work-related issues

Induction planner to help guide you through the induction process

SAVE on

gym membership, digital fitness subscriptions and more via YourFitnessClub

FIRST ACADEMIC YEAR

£1 Membership



Free development event in first term



Free development seminar or webinar in summer term

Active engagement with you, the members, to decide union policy

Access to network of local volunteers and representatives

CPD training for members

Professional legal advice and representation

Free conferences and events covering current hot topics in education

Development courses and support for members wishing to become involved in the democratic structure of NASUWT

SAVE MORE...

GoldStar 

NASUWT Gold Star provides exclusive discounts and savings for **NASUWT members**, including money off your grocery shopping, takeaways, days out, homeware and gadgets.

Also, as an **NASUWT member**, you can take advantage of over **250 DISCOUNTS** and **EXCLUSIVE OFFERS** on your home, car, electrical goods, eating out, leisure activities, retail gift cards, holidays and travel.

Our twice-monthly **Benefits and Services eZine** features exclusive deals, discounts and free prize draws.

If you do not receive this, please:

Call 03330 145550 WEEKDAYS 9.00AM–6.00PM

EMAIL **membership@mail.nasuwt.org.uk**

Check out **nasuwtbenefits.co.uk** or **scan the QR code** on the back of your membership card.

GET INVOLVED

Encourage fellow student teachers to join NASUWT.

Raise issues about teacher placements with the Union.

Speak to NASUWT about organising events that student teachers are interested in.

Promote free professional development events to fellow students.

[NASUWT.ORG.UK/GETTINGADVICE](https://nasuwt.org.uk/gettingadvice)

DON'T MISS OUT! UPDATE YOUR DETAILS & FOLLOW US!

Changing address? Changing school? Moving house?

Let us know: nasuwt.org.uk

And, for all the latest news, advice and events from us, just follow us on social media. Look for @nasuwt on:



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