

SUPPLY TEACHERS' CHECKLIST





Supply teaching can feel complicated and daunting but it can also be immensely enjoyable.

Here are some tips which can help you to get off to the right start when considering working as a supply teacher.

Before taking up supply work with an agency/school, confirm:

- the rate of pay you will receive for a full day or half day;
- when you will get paid (weekly, fortnightly or monthly) and how you will be paid (e.g. bank transfer);
- if any expenses will be paid during an assignment;
- whether you will be enrolled in the Teachers' Pension Scheme or another pension scheme (this will depend on how you are employed as a supply teacher);
- that appropriate deductions will be made by the agency/employer with regard to national insurance and tax;
- your right to register with other agencies in order to secure supply work in the local area;
- whether the number of hours you will be working per week/month will impact on any benefits you are receiving;
- whether the agency/employer provides Continuing Professional Development (CPD) training and if there are any costs associated with this provision;
- the employment policies and procedures of the agency/employer, including procedures followed where an allegation of misconduct is made;
- the reasonable adjustments the school will provide or agency will secure to ensure your workplace is accessible if you have a disability.

As a supply teacher, on first reporting for work at a school (or beforehand if possible), you should ask for:

- the school's staff handbook;
- a tour or a map of the school to help you find classrooms, the first-aid/medical room, the nearest fire exit, the staffroom and toilets;
- the emergency evacuation signal, route and procedure;
- a timetable with timing of sessions, breaks and lunch periods;
- schemes of work for the subjects you will be expected to teach;
- details of how to access any resources (e.g. materials, ICT) you will need to deliver your lessons;
- a list of the names of pupils in the class(es) you will be teaching;
- information about whether any pupils you will teach have any medical conditions, behavioural problems or special educational needs;
- details of any relevant ongoing risk assessments regarding pupils, parents or facilities;
- information about the school's procedures for managing pupil behaviour, including any rules on the use of rewards and sanctions and details of how support is provided to classroom teachers when managing behaviour;
- expectations regarding marking and assessment of pupils' work;
- the name of who you should contact if you have any questions or in the event of a problem or emergency, and their contact details;
- details of pupil registration procedures and expectations for dismissing pupils at the end of the school day;
- confirmation of who you should report to each day;
- details of any events, meetings or other activities taking place that may involve some or all of the pupils you will teach;
- a copy of the school calendar (including meetings, training days, etc.) if you will be at the school for a period of time;
- the school's policy on the appropriate use of technology and social media, including mobile phones.

REMEMBER

If you are asked to sign a contract with a supply agency or umbrella company, read it carefully. The small print of any contract is very important. If necessary, seek advice from the NASUWT.

However short the placement, ask the school for a reference or testimonial to put in your portfolio to support you in obtaining another job.

Supply teachers do have rights at work, however short the period of their placement.

For further information about rights at work for supply teachers, go to www.nasuwat.org.uk/supply.

If you have any questions or concerns, contact the NASUWT.

Tel: **03330 145550**

E-mail: advice@mail.nasuwat.org.uk.

Visit the '**SupplyAdvisor**' website to rate your experience of working for supply agencies in the UK and help to improve conditions for all supply teachers: www.supplyadvisor.co.uk.

If you have recently become a supply teacher, let the NASUWT know so that we can ensure you receive all the latest information developed specifically to support supply teacher members.

You can access your membership details at
www.nasuwat.org.uk/mydetails,
or email membership@mail.nasuwat.org.uk,
or call **03330 145550**.



SupplyAdvisor

A new, independent website for teachers to find and review supply agencies.



With SupplyAdvisor, you can:

- find agencies in your area;
- rate agencies and write reviews;
- read reviews from other supply teachers.

SupplyAdvisor – putting **you** in control

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