Professional Responsibilities



Daily duties and responsibilities

# Teachers are expected:

To prepare learning activities suitable for the subject and age group you have been   
assigned to teach. We would expect that you would have at least two days of learning activities prepared for each age group you are willing to teach.

To contact schools prior to each placement to discuss the responsibility for planning and preparation.

To arrive in school on time, we suggest at the latest thirty minutes before the start of the school day. You need to allow sufficient time to meet with the member of staff responsible for supply teachers and to be given information about your class and/or your timetable for the day.

To register your arrival and your departure with the school office. Please check whether the Head teacher or a senior member of staff wishes to meet with you before the end of the day.

To request that any relevant information is passed on to you e.g., a copy of the school’s Behaviour Management policy, a Supply Teacher’s Handbook or medical information relating to the class you are covering.

To follow the structure and content of the teaching plans, provided by schools. If at any point you feel that the pre-planned learning activity is failing to meet its objectives then bring it to a close ensuring that your reasons for doing so are communicated to the class teacher or a senior member of staff. Please record this on cces ’s Daily Feedback Sheet.

To ensure that all support staff are informed about the teaching and learning plans for the day.

To always be prepared for emergency situations and have back up activities ready if required.

To be aware of the school’s expectations with regard to the marking of pupils’ work and to comply with school policy. A copy of the marking policy may be made available to you.

To provide guidance notes on the teaching and learning activities undertaken each day. Please use cces ’s Daily Feedback Form which can be downloaded from the website.

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To record information relevant to your day in school e.g. pupil behaviour, communication with parents and any general feedback. Please ensure that the cces feedback form is returned to the school office or the class teacher.

To ensure that all the children’s work is marked before you leave school.

To ensure that you take full responsibility for the delivery of the learning programme and for the children’s behaviour whilst acknowledging the role of and contribution made by teaching assistants and other support staff.

To ensure the health and safety of the children in you care by taking the appropriate measures in your classroom.To report any concerns regarding the health and safety to a Senior Member of Staff.

To report any concerns regarding the safety and welfare of a child to the designated member of staff for Child Protection without delay.

To immediately report any information disclosed to you by a child to the designated member of staff for Child Protection and to make a record of the disclosure as soon as possible.

To familiarise yourself with cces’s Safeguarding : Advice and Guidance and cces’s Safeguarding Procedures in Relation to Supply Teaching documents both of which are available to download from our website.

To ensure your classroom is clean and tidy before you leave school.

If late please contact cces by phone so we can inform the school on your behalf.If you are unwell and booked to work at a school, please contact cces by 7.00 a.m. at the latest, on the morning of your assignment.

If you are asked by a school to work for one or more subsequent days, please ensure that cces is informed either by yourself or the school that has booked you.