**HELPFUL HINTS**

In order to be a successful supply teacher you need to be a good classroom manager.

You need to manage both the curriculum and children’s behaviour.

**Curriculum Delivery**

Nine times out of ten planning will be left for you but you have to be prepared to teach unsupported on that tenth occasion. On all other occasions you will have to effectively deliver the planning that the school/class teacher has prepared for you.

**Good classroom managers**

* Are confident, motivated and well organised
* Are quick to follow the directions and instructions given to them
* Work well with other adults in the classroom
* Are good time keepers
* Keep lessons interesting
* Can teach from the front of the classroom
* Move around the room in order to assess the children’s understanding of teaching, to identify the those children who may need help and to show an interest in the children’s work
* Make positive comments about children’s work
* Give praise to children who are on task and engaged
* Are mindful of noise levels and ensure the children are actively involved in purposeful activity
* Have activities ready for children who finish work early
* Can respond calmly to unexpected incidents and a lack of planning

**Points to Remember**

* When children move off task and start to display disruptive behaviour make sure the tasks they have been set match their ability.
* Often children behave badly as a strategy to mask their inability to complete the work they have been asked to complete.
* Ask children if they need assistance if they are not on task.

Please complete a **CCES Feedback Form** which should include a note to thank the class teacher for leaving work. This is always appreciated and helps you to develop a rapport with the school.

**Behaviour Management**

Regular classroom teachers often find that behaviour management is one of the most challenging aspects of teaching and for supply teachers this can be an even greater challenge.

 It is good to be generally prepared prior to your supply teaching experience and to have thought through your own strategies for classroom management.

Where ever possible obtain a copy of the school’s Behaviour Management Policy as this should always be your frame of reference and you should try as much as possible to ensure that what you do is consistent with the school’s approach.

**Effective Teachers**

* Seek to influence and manage children’s behaviour rather than control it.
* Adopt a calm, non-confrontationist approach but are prepared to be assertive.
* Establish expectations quickly and clearly.
* Use positive reinforcement in relation to behaviour and achievement.
* Model the behaviour they expect rather than reacting to the behaviour they are experiencing.
* Provide feedback about behaviour rather than criticise the individual.
* Allow children to make amends for bad behaviour.
* Allow children the opportunity to modify bad behaviour.
* Maintain a consistent approach to behaviour management.
* Reinforce and remind the children about expectations in regard to behaviour.

**Points to Remember**

* If possible ensure you know the name of the class teacher and refer to him/her when talking with the children about your expectations of them thus reinforcing whole school expectations.
* Expect challenges to your authority but always keep in mind that these are best handled by you and handled in the least intrusive fashion. The more you have to depend on other staff, the harder it will be to establish yourself with the children. However, it is important to recognise that some situations will need the intervention of other staff.
* Try not to take personal and/or derogatory comments too seriously as these comments are all too often made about ‘the supply teacher’ and not you.
* Use your notebook to record information about each of the classes you teach. For example, student names, medical conditions and behaviour management strategies including those that worked and those that didn’t. It is very useful to build a profile of the classes you teach in each school.

Please keep in mind that teachers by the nature of their job have authority but respect has to be earned and the first step to achieving this is by treating the children you teach with respect.