HELPFUL TIPS for the SUBSTITUTE TEACHER

On Arrival
- Arrive early, not just at the required time.
- Make yourself known to the secretary in each school.
- Ask if there is a ‘Sub Teachers’ information leaflet detailing the school day and other duties required.
- If you are available for long-term subbing, make that known to the school office & to the teachers you sub for.
- Provide each school with a copy of your CV.
- Keep a file on each school you sub in, include administrators’ name, teacher tutor etc.
- Look at the day’s lesson plans and locate needed materials.

Meet and greet each class at the door to maintain good discipline.

Always dress neatly, professionally and comfortably.

During Class
- If a seating chart is not available, make one as you take attendance.
- Make sure the students know your name.
- Follow the teacher’s lesson plans as closely as possible. Supplement with your own activities only after the assigned work is complete.
- Take notes throughout the day about incidents you want to share with the class teacher.

Be Prepared - Have an activity ready for pupils to do as soon as they enter the room.

General Tips
- When the phone rings first thing in the morning, answer it yourself -- cheerfully.
- Keep a sense of humour. It helps both the digestive system and the climate in the classroom.
- Expect to be challenged - it comes with the territory.
- Have some ‘back-up plans’ incase lesson plans are either missing or inadequate.
- Do more than is required. Your extra effort will be noted and appreciated.
- Go to the staff room & chat to other teachers, avoid all school politics or gossip.
- Whenever you’re unsure of what action to take, err on the side of caution.

Before leaving
- Leave the teacher a detailed note of the days events and complete all marking. If lessons weren’t completed - explain why.
- Return the room to the condition it was in when you arrived - leave it tidy!

When in doubt, confused, or otherwise unable to carry out your duties - ASK!