



Supporting your supply teacher

How to help supply teachers make an immediate impact at your school

Assign a 'staff room buddy'

This is a good way to make the teacher feel welcome and assimilate them with the school environment

Provide information about the curriculum

For example, offer access to resource sheets on topics covered

Provide information about the pupils

For example on levels of attainment or any specific SEN requirements

Provide feedback

If there are any areas for development it may be possible to address these with free access to CPD

Ensure procedures are clear

It is essential that information regarding school procedures (especially discipline) is easily accessible

Define expectations

Ensure that the supply teacher is aware of what is expected of them

Induction

Provide a general introduction to the school, its ethos, philosophy and policies, which should be matched to the length of cover

Provide a fact sheet

Whenever this is possible, to include lesson and break timings and useful contacts