

MERE SCHOOL

Policy for the Use of Supply Teachers

Aims

At Mere School we are aware of the disruptive effect that the use of supply teachers can have. This policy sets out the systems in place to minimise disruption to the children's education. Supply teachers are defined as those teachers who are employed on a day-to-day basis.

How are supply teachers given information about the school?

Our document 'Supply Teaching at Mere School' (see attached) should be left out for every supply teacher to read on their arrival. For organisation issues, a staff handbook is available in all register boxes. We welcome feedback from supply teachers so that our information can be improved.

How is the planning organised?

When it is a planned absence, the class teacher will leave work and plans for the supply teacher with clear notes to support their teaching and management of the class. Teaching assistants will support the supply teacher in their role.

How are supply teachers supported in their role?

The school is committed to supporting supply teachers so that they settle quickly into the life of the school. A member of staff (usually DHT or HT) will speak to the supply teacher during the day to support them with any difficulties they may be having. Our administrative staff will also provide support with organisation issues, or direct them to an appropriate member of staff.

How do we monitor the effectiveness of supply teachers?

HT, DHT or a member of the SMT will informally monitor the classroom during the day to observe the effectiveness of the supply teacher.

Class teachers will evaluate the effectiveness of supply teachers on their return to the class. This may be through discussion with teaching assistants, discussion with children or scrutiny of children's work. Findings are fed back to the HT.

March 2007

Review: Spring term 2010

SUPPLY TEACHING AT MERE SCHOOL

Thank you for teaching at Mere School today! Here are some notes to help you.

- **Register**

When taking the register, please use the absence codes shown in the front of the register. Circles should be written in black and absence codes in red. If in doubt, please leave the circle blank or use a pencil and the class teaching will investigate.

- **Learning Intention**

Please display the learning intention on the board. Children should write this before starting every piece of work. KS1 children may need assistance to do this.

- **Marking**

Please mark all work and, according to our marking policy, initial your marking.

- **Staff Handbook**

For organisational issues please refer to this document which can be found in the register box.

- **Blue Class (Foundation Stage)**

- please use assessment sheets for all group work (TAs will supply these),
- TAs to continue with observations,
- please use visual timetables and activities board.

- **Suggestions**

If you have any comments or suggestions which would help other supply teachers, please do let us know.