### Applying for Posts

work you have completed on induction or EPD breadth of experience you have picked up and any nursery, special. Demonstrate whilst subbing the different phases to build up your experience e.g. teaching opportunities. Consider teaching in Network with colleagues to find out about possible at online learning courses e.g. Open University, interview, behaviour management etc. Look Look at teaching union courses on preparing for Future learn, Coursera education resources

and where to go for support within the school. identified with a special need in your classroom. with pertinent anecdotes eg, dealing with a child ethos etc. Demonstrate your application of practice be slightly different in its approach according to its of the school and be aware that each school will development plan. Ensure you know the structures opportunity for candidates to visit the school If you obtain an interview, ask if there is an Demonstrate that you know you are part of a team beforehand. Familiarise yourself with the school

#### Contact Details for EA Induction and EPD Team





Email: <a href="mailto:iepd@eani.org.uk">iepd@eani.org.uk</a>



Website address:



# A Few Additional Suggestions:

When you visit the school to leave in your CV observe a professional dress code

Before you go to work in a school find out all you can about the its strengths and its catchment area

Look at the school website

Ask if there is an information leaflet available for first time subs detailing the school day, collection of monies etc.

Bring PE clothes in case that is on the timetable

Have a coat in case you are on playground duty or involved in outdoor learning

with your classroom and to meet pupils Arrive in good time to become familiar as they arrive

Follow any lesson plans that have been left to the best of your ability

Mark all you have taught

Leave a note of the events of the day

Leave the classroom tidy

Always show enthusiasm, commitment and an affinity with pupils

If in doubt, ask!

Dungannon leachers' Centre U28 8/12 43/9

Good luckl



#### BE SINNING TEACHER **Northern Ireland** PROGRAMME

















## The 'Subbing'

#### 四四 GINNING TEACHER

that first l is uncertai many this is on a day-to-day basis. It can, therefore, support ef The major it is important that you maintain the enthusiasm from school to school and class to class. However, be difficuli Ireland are employed as substitute teachers. For ed you into the profession so that you can in and constantly changing as you move ity of Beginning Teachers in Northern t to stay passionate about a career that fectively the students you teach.

This leaflet aims to provide 'Subbing Beginning towards longer-term employment. to navigat Teachers' e the 'subbing' situation and journey with information and tips on how best

### **Education Authority**

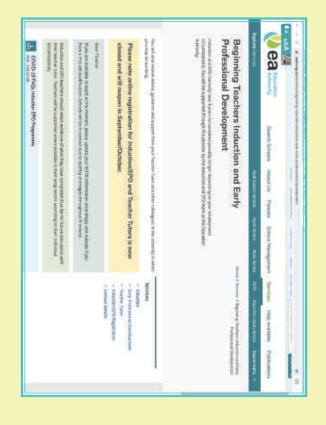
- Is the lead partner in Induction, the second stage after training in a teacher's Career Long Professional Development (CLPD)
- Works alongside schools to support teachers through Early Professional Development (EPD), the third stage in a teacher's CLPD
- Will provide you with guidance and support in relation to your individual circumstances
- Will liaise with you and your Teacher Tutor in school
- Provides courses for Induction teachers (BTs), EPD teachers and Teacher Tutors

It is important that you register online with the Education Authority for Induction, EPD Year 1 or EPD Year 2:

https://www.eani.org.uk/services/beginning-teachers-induction-and-early-professional-development.

The Education Authority offers a menu of in-service training courses. Induction teachers and EPD teachers can access webinars and a range of materials on the EA website.

When you register online with the Education Authority, you will see a web link highlighting the relevant course which you can attend. If you register to attend and are not able to, please advise the EA as soon as possible.



# **Turning Disadvantage into Advantage**

In spite of the uncertain nature of subbing it does have a number of advantages, contributing to your holistic development as a teacher until more permanent work becomes available. Subbing is a time to:

- Reflect on the ethos of differing schools
- Experience a variety of classes throughout the key stages
- Experience differing classroom management and organisational styles
- Experience teaching in rural and urban contexts
- Experience a variety of socio-economic situations
- Develop an ability to assess personalities and learn names quickly
- Develop an ability to glide seamlessly into the life of a school
- Develop an ability to 'hit the ground running'
- Develop a more informed understanding of your own teaching strengths and areas for development
- Test your own beliefs and values

# As a subbing Beginning Teacher (whether you qualified in Northern Ireland or elsewhere) have you:

- Registered as an Induction or EPD (Year 1 and 2)
  teacher with the EA? (N.B. if you have completed
  the induction programme in England, Scotland,
  Wales or Republic of Ireland, you have completed
  the equivalent of EA induction programme and
  commence with EPD).
- Made contact with the EA induction and EPD team if you have any queries
- Kept the EA induction and EPD team aware of changing circumstances e.g. change of email
- Visited all possible schools within travelling distance and left an up-to-date, well presented CV?
- Begun your Induction or EPD portfolio by:
- Entering your Career Entry Portfolio (Induction) or Induction Summative Report (EPD)?
- Compiling a record of your teaching to date (with examples of lesson plans, pupil's work etc.)?

- Keeping a record of your involvement in extracurricular activities, as appropriate?
- Keeping a record of your attendance at EA courses, teaching union courses, online learning, observation of other colleagues etc.?

Notwithstanding the inconveniences and instability that subbing can bring, it can, conversely, provide rich opportunity for developing a wide breadth of experience. Take the good points from every school, class and teacher you meet and use them to become the dynamic and effective teacher you want to be. Use it as a time to develop high standards based on good practice.

In the case of subbing for an undetermined length of time e.g. two weeks "but it may be longer..." have you:

- Made the principal aware of your position and need to begin Induction or EPD if your contract is extended?
- Made contact with the school's Teacher Tutor?
- Drawn attention to your Career Entry Profile?
- Drawn up a provisional Induction Action Plan or EPD Professional Development Activity (PDA) with the Teacher Tutor?
- N.B. It is possible to complete induction and EPD whilst subbing. You can identify a class that you are working with for a sustained period of time. You can complete one induction action plan (or EPD Professional development activity) in one school one action plan in another. You can do one action plan (or EPD PDA) in one phase and one in another. You can demonstrate flexibility, adaptability and most of all resilience.