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 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.
- Arrive in good time to become familiar with your classroom and to meet pupils 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!

Good luck!
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:


The Education Authority offers a menu of in-service training courses. Induction teachers can access one Day’ in-service training with substitute cover, comprising:

- 1 day Beginning Teachers’ Conference - Core Day

EPD teachers have an opportunity to attend a 2 hour information seminar to take them through what they need to do to successfully engage with and complete the process (no substitute cover).

When you register online with the Education Authority, you will see a web link highlighting the relevant course which you can attend. If you are offered a day’s subbing on the same day as an Induction course, only you can decide whether it is more important for you to attend the course or do a day’s subbing. If, however, you are already subbing in a school on a day on which a course is running for which you have already applied, then the principal can claim to bring in another sub to enable you to attend the course and you will get paid. If you register to attend and are not able to, please advise the EA as soon as possible as there are waiting lists for most courses.

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?
- Began your Induction or EPD portfolio by:
  - Entering your Career Entry Portfolio (Induction) or Induction Summative Report (EPD)?
- Made the principal aware of your position and need to begin Induction or EPD if your contract is extended?
- 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.

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:

- Compiled a record of your teaching to date (with examples of lesson plans, pupil’s work etc.)?
- Keeping a record of your involvement in extra-curricular activities, as appropriate?
- Keeping a record of your attendance at EA courses, teaching union courses, online learning, observation of other colleagues etc.?