

## Applying for Posts

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

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

### Contact Details for EA Induction and EPD Team



Tel: 028 3831 0920



Email: [iepd@eani.org.uk](mailto:iepd@eani.org.uk)



Website address:

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

## 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

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!***

# Northern Ireland BEGINNING TEACHER PROGRAMME



## The 'Subbing'

### BEGINNING TEACHER

The majority of Beginning Teachers in Northern Ireland are employed as substitute teachers. For many this is on a day-to-day basis. It can, therefore, be difficult to stay passionate about a career that is uncertain and constantly changing as you move from school to school and class to class. However, it is important that you maintain the enthusiasm that first led you into the profession so that you can support effectively the students you teach.

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

## 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 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?
- 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 extra-curricular 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.