

# Supply Teacher Script

It can be so nerve-wracking stepping into the classroom, especially as a Supply Teacher. I have developed a script to get you started. It will help you establish rules and expectations and help you settle in within the first 10 minutes. Remember to be excited and engaging in order to hook them in from the start. *The classroom is your stage and you are the main actor.*

Good morning everyone. My name is Mr/Mrs/Miss \_\_\_\_\_ and I will be your teacher today. I am not too sure why your teacher is away but I will do my best to run things the way they usually do. To do this I will need ALL of your help and cooperation. Can you do that for me? Now there will be some things we may do today that might be a little different from the way your teacher does it. But that's OK, right?

Who has noticed that I have put some rules up on the board? These are my "magic" rules and if we can all follow them then we are going to have a magic day! But if we break them, there will be consequences.

Go through your rules and expectations- go to pages below for ideas.

It's lucky for all of you I am in a great mood today. I had a delicious breakfast, I got all the green lights on the way to work and I heard that you are an awesome class. I have a feeling that we are going to have a wonderful day.

Teach them an attention grabber- refer to page below.

Now I want you to copy me. This is going to be my signal today when I want your attention.

When I say "Class, class," you say "Yes, yes!"

If I say "Classity, class, class," you say "Yesity, yes, yes!"

Let's try it!

# Classroom Rules

The privilege of being a Supply Teacher is being able to start afresh everyday so if something didn't work well, you can always try something different tomorrow.

This example of classroom rules is simple and effective. Write them on the board to reference to throughout the day.

## Miss O'Neill's Magic\* Rules

1. Follow directions quickly.
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Keep Miss O'Neill happy! :)

Credit- Christopher Biffle- Whole Brain Teaching

<http://wholebrainteaching.com/intermediate/five-classroom-rules/>

\*Credit- Tarun Stevenson, Calmer Classrooms PD.

*\*Tell them- "These rules are MAGIC because if the class follows them we will have a MAGIC day!"*

Along with classroom rules it is important to inform the class of your expectations such as noise level while working, of the consequences if rules are broken and of a reward for doing the right thing.

Below I have included strategies for rewards and consequences. Don't be afraid to add in a strategy throughout the day if you think you need extra ammo. There is no perfect strategy and it is all trial and error.



## BEHAVIOUR MANAGEMENT STRATEGIES

Outline your expectations for their behaviour and what the disciplinary actions will be.



### Wait for Silence

If the class is very rowdy and you are finding it hard to gain control, stand up front in silence. Write on the board Time in at Lunch and write tally marks or numbers until the class is silent. They will soon pick up on what you are doing. Give them a chance to work off the minutes if they are working well. Great for older students.

### 1, 2, 3 Rule

**Verbal Warning** - Address the student's behaviour first.



**1st Warning** - student gets their name on the board.



**2nd Warning** - student gets a mark on their name and they will have timeout or 5 minutes in at lunchtime.



**3rd Warning** - student is removed from the activity, sent to buddy room if needed or will have 10 minutes in at lunchtime.



### Ticks and Crosses

Write everyone's name on the board and give them a tick for positive behaviour and a cross for poor behaviour. This helps to learn students' names too. The people with the most ticks can have free time/prize. Three crosses means the student will have to stay in at lunchtime.

# Combating a chaotic classroom: Ways to avoid your day turning pear-shaped Individuals



There are numerous reasons why individual students might misbehave or be disengaged. As a Supply Teacher you may never know the reasons why, or might not even notice some of the most troubled kids. And other times, generally well-behaved kids might go bananas, tipping desks and punching the whiteboard. Your day may be unpredictable, but you can take some steps to make it run as smoothly as possible.

Repeat work will often depend on whether you can cope in the classroom or not. Try your best to deal with situations in the classroom, only calling administration when needed.

# Tips for the tough ones

90%+ of your class will be your usual, well-behaved children that will respond well to normal behaviour management strategies. It is those other 10% that might challenge you a little more. Here are some tips to help deescalate and survive the day with a tough class.

- **Tactically ignore** attention-seeking behaviour while teaching, then go and address the student one on one while the class is on task.
- **Sweat the small stuff** by dealing with low-level behaviour with the 90%.
- **Don't use Open-Ended Questions.** Closed Questions with Yes/No and direct responses are preferable to avoid engaging in arguments.
- **Give succinct redirection.** Too long an explanation give too much attention to their misbehaviour.
- **Label the behaviour, not the student.** It is their behaviour that is disappointing, not appropriate etc., not them as a person.
- **Use positive power words** such as smart choices, in control, in charge, the boss of, the leader of etc.
- Try and **catch** the misbehaving students **being good**.
- **Acknowledge** when they are on task. Look for the **positives** where ever you can. When students are getting plenty of positive attention they will not seek negative attention.
- Give them some **responsibility and ownership** of something to encourage good behaviour. It could be keeping tally at their desk of Teacher vs Student, or appoint them the special helper or the allocated "Attention Grabber."
- **Give them space and allow for take-up time** for them to make the right decision.
- **Get down on their level.**

## Do you lack confidence when teaching older students?



These 7 tips will give you the reassurance you need to conquer the older students.

Older students can seem scary, especially if you are used to teaching in the lower years. They have got attitude and can sometimes try to take advantage of your temporary role in the classroom. They are a little bit harder to fool so you must be on your toes and prepared in order to keep order of the class.

Below are some helpful tips to help conquer those fears and be confident in the upper years.

## Are you nervous about teaching younger students?



These 7 tips will give you the confidence to engage students from Kindergarten to Grade 3

Younger students can be tricky if you are used to the more independent older students. They are needy, take a long time to do simple tasks and have a short attention span. On the plus side they are generally eager to please so with the tips below you should have them eating out of your hands in no time!