



TEACHER FOR A DAY
2018
TEACHER'S PLANNER

GOALS FOR THE *Year*

Personal Goals

Professional Goals

Health Goals

Humanitarian Goals

Teacher for a Day
Sample Only

2018

JANUARY

S	M	T	W	Th	F	St
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	Th	F	St
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

S	M	T	W	Th	F	St
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	Th	F	St
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	Th	F	St
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	Th	F	St
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	Th	F	St
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	Th	F	St
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	Th	F	St
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	Th	F	St
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	Th	F	St
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	Th	F	St
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SCHOOL CONTACT DETAILS

SCHOOL

Address _____

Phone _____
Email _____
Principal _____
Deputy Principal _____
HR Staff _____
School's Hours _____

SCHOOL

Address _____

Phone _____
Email _____
Principal _____
Deputy Principal _____
HR Staff _____
School's Hours _____

SCHOOL

Address _____

Phone _____
Email _____
Principal _____
Deputy Principal _____
HR Staff _____
School's Hours _____

SCHOOL NOTES

Every school has its pros and cons. Record them here.

SCHOOL		
School Hours	Pros	Cons
Morning Session _____	_____	_____
First Break _____	_____	_____
Middle Session _____	_____	_____
Second Break _____	_____	_____
Afternoon Session _____	_____	_____
Home Time _____	_____	_____

SCHOOL		
School Hours	Pros	Cons
Morning Session _____	_____	_____
First Break _____	_____	_____
Middle Session _____	_____	_____
Second Break _____	_____	_____
Afternoon Session _____	_____	_____
Home Time _____	_____	_____

SCHOOL		
School Hours	Pros	Cons
Morning Session _____	_____	_____
First Break _____	_____	_____
Middle Session _____	_____	_____
Second Break _____	_____	_____
Afternoon Session _____	_____	_____
Home Time _____	_____	_____

LIVE

*AS IF YOU WERE TO DIE
TOMORROW*

LEARN

AS IF YOU WERE TO LIVE

FOREVER

MAHATMA GANDHI

6 FOOLPROOF WAYS TO GET YOU MORE SUPPLY TEACHING WORK



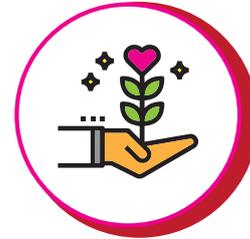
REGISTER

- Contact your state's governing bodies for Supply Teachers.
- Sign up with as many agencies and regions as you can.
- Register your details on websites specifically for Supply, Relief or Substitute Teachers.
- Don't limit yourself to any particular sector if you want the maximum days possible for teaching.
- Contact Public, Private and Catholic sectors and put your name down.
- If you are qualified to teach both Primary AND High School or a subject you aren't as familiar with, get out of your comfort zone and put your name down in all options.
- Approach Special Schools for Supply work. It can be great experience to extend your skills and can be so rewarding.



GO THE DISTANCE

- Visit schools within at least an hour drive and hand out a resume.
- Over an hour may seem far, but often schools are desperate for good supply staff and don't mind if you are late, as long as you show up.
- Schools will sometimes book you ahead of time giving you plenty of notice to be organised anyway.
- The more territory you cover the better chance you have of more teaching days.



VOLUNTEER

- Approach schools that you would like to teach at and offer to help out with reading groups, special needs or anywhere that needs assistance.
- Offer your support at numerous schools to widen your network.
 - If you aren't working anyway you may as well be proactive about getting more work.
 - It could be this small initiative that gets your foot in the door and on the preference list for Supply.

If you cover all these bases, you'll be knocking back work before you know it.

THINGS TO HAVE IN YOUR SUPPLY BAG

Teacher for a Day

How to Get Started, Engage Students and Succeed as a Supply, Relief or Substitute Teacher



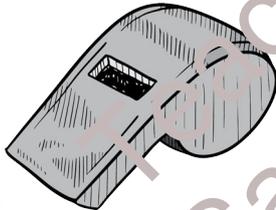
Hat



Water Bottle



Whistle



Pens



Watch



BEHAVIOUR MANAGEMENT TIPS



- Set the tone from the start. Make sure students are lining up quietly before entering the class or that they are sitting quietly at their desks.
- Remember, some classes will try to take advantage of your temporary role in their class, but try to be confident and assertive at all times. The class will never be as well-behaved for you as their own teacher, so pick your battles and bribe them!
- That said, be firm and consistent with your expectations and follow the class or school's behaviour plans as best you can.
- Try not to resort to yelling. A calm, quiet voice or a stern look can be just as effective in a chaotic classroom.
- If a lesson isn't working, don't keep persevering with it. Stop and move to a new activity but ensure that they think it is your idea and not because of the disruptions. Choose an activity you know will engage them, even if it diverts from the teacher's plan. Control of the classroom is key if you are going to get through the day.
- If the classroom teacher lets certain students on the computer, sit on a cushion, fiddle with a squishy ball, etc., don't fight it. Check with a responsible student what the norm is and don't let them take advantage, but don't try to change their ways if it will cause more upheaval than it is worth. Remember, you are only there short term.
- Send challenging students on special jobs with someone responsible to distract or diffuse any potential issues.
- Take a difficult student aside and speak to them one on one away from the class. This way they cannot get the attention from peers that they usually crave. Explain that you don't want to embarrass them in front of the class and ask them if they have any problems they would like to discuss with you. Explain that you are unhappy with their behaviour and suggest that they change it now or there will be further consequences.
- If any behaviour gets out of hand or dangerous to you or other students, call the Office or Behaviour Teacher immediately. Be sure to write down the incident so the teacher can formally record it.
- Use stickers or a stamp to reward positive behaviour. Students of all ages love receiving even the smallest recognition for their work.
- Use lots of positive praise, particularly for the younger students. Be careful not to give older students too much obvious praise, as it can seem 'uncool' amongst peers. An acknowledging nod or thumbs up might be better received for the older grades.
- Find a time filler/game that the class likes and use it to get students to work well throughout the day for the chance to play it more.
- Use a hacky sack or a ball to get students to read aloud or answer questions in the class to get them more involved and engaged. Very useful for older students.

My Classroom Rules

1. _____

2. _____

3. _____

4. _____

5. _____

Mrs. Quilter'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 Quilter happy! :)

Attention Grabbers

Teacher

Class, class...
Classity class class.

Macaroni Cheese

Waterfall

All set?

Hands on top

Surf's up

Ready to listen?

Hocus Pocus

Zip it, lock it

1, 2, 3. Eyes on me...

Flat tire

Holy Moly

Chicka, chicka

Student

Yes, yes...
Yesity yes yes.

Everybody freeze

Shhh!

You bet!

That means stop

Shhh!

Ready to learn.

Everybody focus

Put it in your pocket

1, 2. Eyes on you!

Shhh!

Guacamole!

Boom, boom!

Suggested websites for interactive resources

If you have access to the Internet use an interactive game or video to help engage the students on the topic they are learning.

All Subjects

<http://interivesites.weebly.com>
<http://splash.abc.net.au/home#!/home>
<http://www.primaryhomeworkhelp.co.uk>
<http://www.bbc.co.uk/education>
<http://getsmarts.weebly.com>
<http://www.copacabana-ps.com>
<http://www.crickweb.co.uk>
<http://pbskids.org>
<http://www.topmarks.co.uk>

<http://www.bbc.co.uk/education>
Great interactive resources.

<http://getsmarts.weebly.com/>
Links to great interactive activities.

<https://getkahoot.com/>
Create a game for any subject.

<http://splash.abc.net.au/>
Great interactive games, videos and resources for all subjects.

English

<http://readingeggs.com.au>
Most popular Literacy site

<http://resources.woodlands-junior.kent.sch.uk/literacy/>
Interactive games

www.roythezebra.com/
Guided Reading games for Lower Primar

<http://literacynet.org/learningresources/>
Stories with comprehension questions and activities.

<http://www.abc.net.au/btn/>
Behind the News- news stories for students.

Maths

<http://au.mathletics.com>
Most popular Maths site

<http://www.armoredpenguin.com/math/>
Maths algorithm generator

<http://gregtangmath.com/wordproblems>
Maths word problem generator

<http://www.coolmath-games.com/>
Fun interactive games.

<http://richmaths.org/>
Rich Maths Problems.

<http://www.mathwords.com/>
Perfect resource for when you have no idea what the maths terminology means.

<http://www.mathguide.com/>
Lessons, revision games, puzzles, brainteasers and much more.

<http://www.thirteen.org/get-the-math/>
Maths in the real world.

Online Books

<http://www.storylineonline.net>
Stories read by celebrities

<http://www.literacyshed.com>
Themed filmclips and lessons

<https://storyboxlibrary.com.au>
(\$29.95 annual membership)

www.wingclips.com
Inspiring movie clips

DAILY PLAN SAMPLES

Prep/Kindergarten

Activity table rotations are common in Prep classes. Get the teacher aide's advice on what works best with the class. Use lots of explicit direction and modelling for everything. Keep them moving, between floor work and their desks. Activities should go for 15-30 minutes. Use lots of positive praise to reinforce good behaviour. Acknowledge those doing the right thing and watch the other children quickly do the same.

Morning Session	
Before Class	Put out puzzles, drawing, blocks etc. for when students first come in for the day.
Introduction	Mark roll, tuckshop, homework, revise class rules/rewards/behaviour management systems
Literacy Rotations 10-15 minute rotations	1. Sight words- write sentences 2. Handwriting 3. Reading- read a book then write 5+ words and draw a picture for the word OR write down all the words that start with... S. 4. Missing Sounds *Use Interactive White Board as a rotation if possible
Spelling	Pizza in your face game using sight words
Break	Brain Food/Game
Read a story	As a class read a story
Reading activity	Choose 5 words to write and illustrate. Teacher writes on the board for students to copy.
Pack up	Pack up early to go out for Lunch
First Break	
Counting	Count as a class in 1's, 2's, 5's, 10's forwards and backwards to 100.
Maths Rotations	1. Sums on the board. Copy, use pop sticks etc then draw objects to show working. 2. Make patterns with unifix then draw. 3. Puzzles/Maths board games in the room. 4. Playdough make shapes or numbers. *Use Interactive White Board as a rotation if possible
Maths activity	Guess a number
Pack up	Pack up early to go out for Lunch
Second break	
	Mark roll Read a book to the class
Art activity	Draw a Clown and Monster
Game	Minute mime/heads down thumbs up
Pack up	Stack chairs, close windows, tidy floor, wipe board

DAILY PLAN

Morning Session	
First Break	
Second Break	
Home Time	

Teacher for a Day
Sample Only

Date _____

Supply Teacher

Contact

WHILE YOU WERE OUT

Overall Class Behaviour



Superstar Students

Students Needing Reminders

Notes

Teacher for a Day
Sample Only

Everyone is a
GENIUS.

But if you judge a

FISH

by its ability to

CLIMB A TREE,

it will spend its

WHOLE LIFE

believing that it is

STUPID.

Albert Einstein

DATES TO REMEMBER

January

April

February

May

March

June

Teacher for a Day
Sample Only

SCHOOL TERM CALENDAR

Term 1	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Teacher for a Day
Sample Only

January

Teacher for a Day
Sample Only

January

Sun	Mon	Tues	Wed
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

Teacher for a Day
Sample Only

Saturday 6/1/18

To Do List

Daily Positive

My Day

Sunday 7/1/18

To Do List

Daily Positive

My Day

Just for Me

Teacher for a Day
Sample Only

Just
Smile

and remember

Why

you wanted to

Teach

Teacher for a Day
Sample Only

November

Sun	Mon	Tues	Wed
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Teacher for a Day
Sample Only

NOTES

Teacher for a Day
Sample Only