**Employing a Substitute Teacher**

**A step-by-step guide for Principals & Deputy Principals**

## Where do I begin?

* **Word of caution:** Ensure that this absence warrants substitute cover (See [Absence & Leave Resource Bundle](http://www.ippn.ie/index.php/resources/resource-bundles/4967-absences-leave-resource-bundle))
* Use **Textasub** accessed via ‘Key Links’ section on www.ippn.ie
* Check with local Principals and with Principals in your support group
* Check with your local Education Centre if they provide a list of substitute teachers
* Check the list of substitute teachers which you have compiled yourself from CVs already received.

## What do I need to ask of the prospective Substitute Teacher?

* A copy of their teaching qualification certificate
* Teaching Council Registration number so that you can check the teachers registration on [www.teachingcouncil.ie](http://www.teachingcouncil.ie) (Circular 31/2011)
* Vetting Disclosure (Circular 31/2016)
* Statutory Declaration Form & signed Form of Undertaking (Circular 31/2016 - Appendix)
* CV with details of previous experience in schools including contact details of relevant employers for independent reference checking
* PPS Number
* Photo ID e.g. driving license or passport

**Note: Keep copies of all of the above**

## What should I give to a Substitute Teacher?

The following could form part of a [***School Substitute Pack***](http://www.ippn.ie/index.php?option=com_mtree&task=viewlink&link_id=4017&Itemid=208) for use with all newly appointed teachers and substitutes

*The School Substitute Pack should contain the following information*

* School opening and closing hours
* All relevant timetables for SEN, PE, swimming, games, choir, band, etc.
* Car parking information
* Staff Member Statement Form for OLCS payment which is available to download from Esinet and must be completed if the substitute is new to your school
* Class list and outline of work plan for the day
* Substitute Teacher Class Diary where the substitute teacher will record work completed during the day
* A hardcopy of your Child Protection Policy
* Access to Code of Behaviour, Health & Safety and other relevant policies
* Important information relating to the pupils in the class in which he/she will be teaching e.g. Medication requirements, special need arrangements. It is very important to stress the confidentiality of this information
* Arrangements for morning break and lunch break
* Learning Support/Resource Teaching arrangements
* Location of fire exits
* Location of staffroom and teachers’ toilets
* Reminder to call roll or record absences for class teacher
* Reminder to leave notes for class teacher in relation to any incidents/concerns that might arise during the school day
* Reminder to ensure the Principal is informed of any concerns
* Reminder to check that all windows/doors are closed before leaving and that all electronic equipment has been shut down
* Ask substitute teacher to leave classroom in good order