



# Sub Teacher Handbook

# Welcome to Sperrinview

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# "Where pupils come first"

We would like to welcome you to our school and hope that the experiences you gain here will be positive and beneficial as you join our team, even if only for a day!

The purpose of this booklet is to give you the information that is necessary for you to effectively teach and manage your class, for the safety and security of you and the staff and pupils in Sperrinview.



## Vision

Enable  
Encourage  
Empower



## Ethos and Environment

Welcoming  
Happy and caring  
Organised and well-equipped  
Facilitating learning  
Opportunities for fulfilment  
Challenging and stimulating  
Peaceful and calm  
Enriching experiences  
Listening to all  
Developing self

## *In Sperrinview we aim to:*

*Provide quality, child-centred, holistic education*  
*Promote communication*  
*Develop personal and independent living skills*  
*Celebrate achievement, building self-esteem and confidence*  
*Foster links with families, schools and our local and global communities*

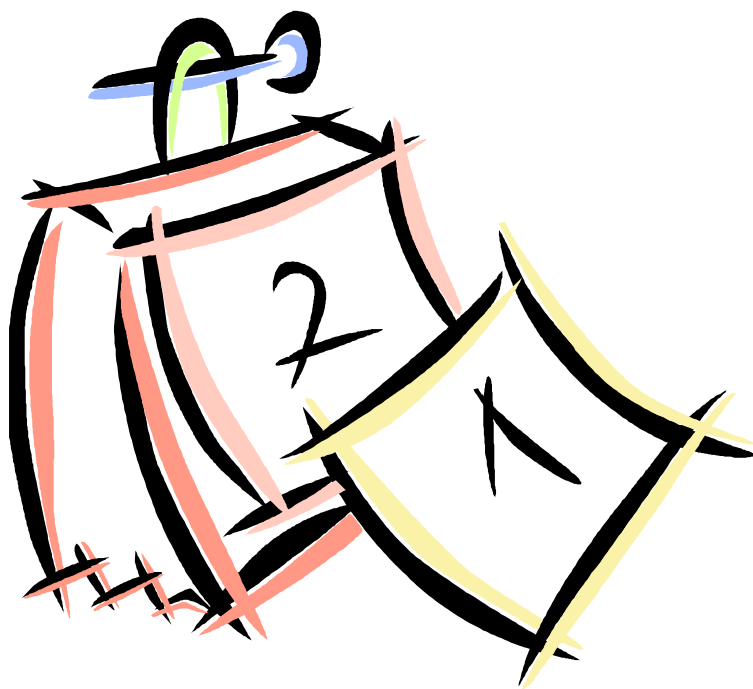
# Reporting on the First Day

Report to the secretary's office and you will be given a pass to "beep" in and out of school. We would ask you to make sure you use this system, even if you only leave for lunch. We need to know who is on the premises at all times, both for Child Protection and fire drills.

If time permits, the Principal will call you to her office when she is ready to see you. This meeting will introduce you to our school and give you some insight into the structure of the school, the pupils you will be working with and other essential information.

You may be given a tour of the school and then introduced to the staff and pupils in your first class.

Our car park is always very busy. If you have blocked someone in, please let the secretary know. Please respect the disabled bays—these are for our parents.



# Come prepared

**You will most likely have been booked by a phone call, followed up by a NISTR booking. You may arrive in Sperrinvew with very little information about the school, the class or the pupils you will be teaching.**

**We would ask you to come prepared for a day of teaching. As a school we value learning in a happy, positive environment. This is best achieved when a teacher has planned for a busy, productive day. In many cases you will be covering a teacher who is absent due to an illness, therefore was not able to leave work prepared.**



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## **CURRICULAR AREAS**

### **Ideas for lessons and activities**

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#### **MY THINKING**

Practical activities around number within 20  
We use Numicon in Sperrinview (check out You Tube for lessons)  
Time—days of the week, seasons, passing of time, the clock  
Money—exchange, coin recognition, shopping experiences  
IWB activities  
Ipad apps

#### **MY COMMUNICATION**

Storytelling with a twist! Try multi-sensory, sound effects, puppets etc  
Fine Motor Skills activities  
Basic Phonics (initial letter sounds)  
Activities around name, names of peers, family, address etc  
Use the IWB  
Ipad apps

#### **MY WELL-BEING**

Cookery tasks that involve tasting, stirring, cutting out, spreading  
Use a variety of art medium—we have a wide range of paints, chalks, collage materials etc in school  
Sensory play

#### **MY BODY**

Yoga  
Parachute games  
Relay races  
Dance  
Outdoor play

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# People You Need to Know

SECRETARY  
Mrs Joy Conn

PRINCIPAL  
Miss Paula Jordan



BUILDING  
SUPERVISORS  
Mr Harry Claibe/  
Mr Leon Abraham

Vice-Principal  
Dungannon  
Mr John O'Hare



Vice-Principal  
Cookstown  
Ms Ruth Walker



J2  
Mrs Julie Coert  
SLT

M1  
Mrs Cecilia Broomfield

M2  
Mr Kyle Reid

PS1/PS2  
Cookstown  
Miss Niamh Harley  
SLT

J3  
Mrs Amy McFarland

M3  
Mr Mark Ferguson

J1  
Cookstown  
Mrs Michaela McGuckin

J4  
Mrs Paula Kennedy

MA1  
Mrs Poppy Currie

MA2  
Mr Kyle Reid

Pod  
(Cookstown)  
Mr Richard Brown

J5  
Miss Claire McClelland

Butterfly  
Miss Kerrie Cuniffe  
SLT

T1  
Mrs Shaunagh Duffin  
SLT

J6  
Mrs Amy McHugh

Sunbeam  
Miss Danielle Douglas

SA1  
Mr Brian Duffy

Rainbow  
Mx Heather Rowe

Sunlight  
Mrs Catherine Savage

SA2  
Mrs Mary McGaffin

Sunshine  
Mrs Laura Grimley

Starlight  
Mrs Michelle Tolan



# Roles

All staff in Sperrinview will be glad to help you during your time in school, but if you have a specific question that your class staff cannot answer please go to Miss Jordan, Ms Walker, Mr O'Hare or any of the Senior Management Team.

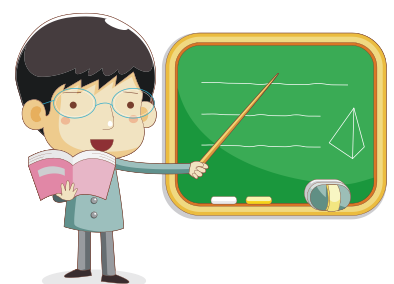
If you have a concern regarding child protection or need to report an accident or injury, please follow the procedures as they were given to you on your arrival.

Your role:

- Provide a safe, stimulating and structured environment for your class
- Plan thoroughly for teaching
- Arrive prepared
- Work closely with the staff in the room
- Complete any work left by the teacher
- Accompany pupils on out-of-school activities where necessary
- Follow the school Code of Conduct, Child Protection and Discipline policies
- Maintain confidentiality
- Assist with all aspects of pupils' IEPs and plans.  
(This may include feeding and intimate care procedures)
- Communicate with parents through Seesaw
- Mark attendance on SIMS
- Where subbing becomes longer term,
  - complete planners, IEPs and other necessary paperwork.
  - monitor, evaluate and review
  - complete assessment records
  - take part in essential training
  - attend team meetings
  - Liaise with allied health professionals

The role of the school:

- Induct you fully on your arrival at school
- Keep you safe and listen to your concerns
- Provide you with the staff and resources required to teach your class
- Offer training opportunities as they arise
- Support your teaching with advice and guidance



# Important Documents



## **Pupil Files (red files)**

There is one file per pupil. It will be located in the classroom, but may be in a store or filing cabinet.

It contains necessary information, forms and care plans, assessments and IEPs. This is a confidential document.

## **Class Files (Purple File)**

Each class has a purple file, usually on the teacher's desk.

This is your main reference document. It contains pupil profiles, timetables, current planners and IEPs, lists of visits and out of school activities, behaviour plans and classroom routines.



## **Medicines**

It is likely that a pupil in your class may require medication, either regular or emergency. These medications must be securely held and administered correctly and carefully by trained staff. Please liaise closely with the classroom assistants in the room.

# CHILD PROTECTION

## Our Safeguarding Team in Dungannon



Mr John O'Hare

Designated Teacher for Child Protection    Dungannon



Mrs Shaunagh Duffin

Deputy Designated Teacher for Child Protection



Mrs Julie Coert

Deputy Designated Teacher for Child Protection



Mrs Nuala Kennedy

Chair of Board of Governors



Mrs Kate Courtenay

Designated Governor for Child Protection



Miss Paula Jordan

Principal

## Our Safeguarding Team in Cookstown



Ms Ruth Walker

Designated Teacher for Child Protection    Cookstown



Miss Niamh Harley

Deputy Designated Teacher for Child Protection  
Cookstown



Mrs Nuala Kennedy

Chair of Board of Governors



Mrs Kate Courtenay

Designated Governor for Child Protection



Miss Paula Jordan

Principal



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[Classes & Therapies](#)
[Parent Area](#)
[Calendar](#)
[Links](#)
[Guestbook](#)

There are 3 policies on the school website that must be read before arriving in school:

[www.sperrinviewspecialschool.co.uk](http://www.sperrinviewspecialschool.co.uk)

Staff tab

Induction for new staff, students and volunteers

- Child Protection Policy
- Positive Behaviour Management
- Code of Conduct for Staff



# SAFEGUARDING AND CHILD PROTECTION

If you have concerns regarding Safeguarding or Child Protection, the procedure to follow is outlined below:

NAME	ROLE
John O'Hare (Dungannon) Ruth Walker (Cookstown)	Designated Teacher for Child Protection
Shaunagh Duffin & Julie Coert Niamh Harley (Cookstown)	Deputy Designated Teacher for Child Protection

I have a concern about my/a child's safety



I can talk to the class teacher



If I am still concerned, I can talk to the  
Designated Teacher for Child Protection  
John O'Hare or Ruth Walker  
Or Deputy Designated Teacher for Child Protection  
Shaunagh Duffin or Julie Coert or Niamh Harley



If I am still concerned I can talk to the Principal  
Miss Paula Jordan



If I am still concerned I can talk or write to the Chairperson of the  
Board of Governors Mrs Nuala Kennedy



If I am still concerned, I can contact the  
PSNI Public Protection Unit at 101  
or a Social Worker from the Gateway Team at  
Southern Trust 028 3 741 5285 or Freephone (from landlines only): 0800 783 7745 or  
Northern Trust 0300 1234 333

# Emergency Guidelines

1. A person appears to be ill/collapses OR there is an accident/injury
  - SHOUT for help and send someone for assistance
  - Do not leave the person
  - Observe until help arrives
2. The fire bell rings
  - Follow directions of staff OR
  - Leave the school building by the nearest marked exit and make your way to the front gates
3. There is a major behavioural incident
  - Get out of the area as quickly as possible,
  - Let a member of staff know immediately

**ALL ACCIDENTS AND INJURIES MUST BE REPORTED TO THE VICE PRINCIPAL**

**The school phone number is: 028 8772 2467  
or use 999 [or 112] where necessary**



# Using technology



## Mobile phones

Phones are not permitted in school. Exceptional circumstances sometimes arise and you may need to keep your phone on, this is fine. Please inform the VP in advance.

## SIMS

Marking attendance is a daily requirement in school. The staff in the classroom will direct you to the username and password. In the event that you cannot access the system, please phone the Secretary and verbally report your class attendance BEFORE 10am.



## Seesaw

We communicate with parents on a daily basis using the Seesaw App. It can be accessed via class iPads or on the computer at [www.seesaw.com](http://www.seesaw.com). Class staff will direct you to the username and password. When pupils leave, a Seesaw message **MUST** be posted to parents.

## Useful websites

School has a subscription to two areas on the [www.helpkidzlearn.com](http://www.helpkidzlearn.com) website.

Username: sperrinview0  
Password: sperrinview0