

**NASUWT
STUDENT
TEACHER
HANDBOOK**

Need advice and support on your teaching placement?

We are here to help.

Call **0131 226 8480** weekdays from 8.30am to 5.30pm

Email **Scotland@mail.nasuwt.org.uk**

Visit [www/nasuwt.org.uk/StudentHub](http://www.nasuwt.org.uk/StudentHub)





NASUWT – SUPPORTING YOU AT EVERY STAGE OF YOUR CAREER

The NASUWT is a democratic trade union and the only teachers' union to represent members in all parts of the UK. As a specialist union which only represents teachers, the NASUWT is the most focused and effective union representing your interests. The NASUWT leadership consists of qualified and experienced teachers elected by the members.

We recognise that everyone working in education deserves focused, specialist support for their respective roles. That is why the NASUWT is committed to working with unions that possess the necessary expertise and skills to represent non-teaching staff, with their broad range of contracts and diverse responsibilities. This approach allows the NASUWT to focus without compromise on the issues specific to teachers.

PERSONAL LEARNING WHEN YOU NEED IT

During your student teacher training and first years of teaching, we offer free webinars and seminars to members of the NASUWT.

- *Interview skills*
- *Job application form tips*
- *Behaviour management*
- *Working assertively*
- *Time management*
- *Induction rights*
- *Staying safe online*
- *Voice care and wellbeing*

I feel positive about my next step in teaching and ready to embrace the challenge.

Perfect for probationer teachers and aiming to increase my confidence before I start my first post.

I have gained insight and perspective into how far I have come.

Lovely people, practical, positive sessions.

See upcoming events on the NASUWT Student Hub at www.nasuwt.org.uk/StudentHub or scan the QR code:





YOUR NASUWT PROFESSIONAL LEARNING JOURNEY

We offer a range of free professional learning events throughout the year, timed to offer support when you need it.

DURING YOUR TEACHER TRAINING

Courses to complement your teacher training

We will email you invitations to relevant events taking place during your training, so make sure we have your current contact details.

Your final term of training

Job application and interview skills and tips – looking for a new job can be intimidating, so we arrange for an experienced school leader who has worked in probationer teacher recruitment to share their experience and advice to help you get your ideal job.

WHEN YOU QUALIFY

July and August

Preparing for your first teaching post: New teacher seminars and webinars include:

- Your induction rights;
- Behaviour management;
- Voice care;
- Wellbeing.

November of your first year

During your first term in the classroom, we provide a day of professional learning that typically includes:

- Time management;
- Working assertively;
- Performance management.

June of your first year

As you approach the end of your first year of teaching, we take the opportunity to review your progress and provide extra professional learning. Sessions include:

- Behaviour management;
- Working with parents.



YOUR RIGHTS AS A STUDENT TEACHER

As a student undertaking initial teacher training, you have certain rights and entitlements to help you get the most out of your training.

If you have missed placements or significant parts of your training as a result of illness or unexpected life events, you may be able to negotiate an extension to your training year. This would be done with the training provider, and you may benefit from involving the National Union of Students (NUS) who have experience in these matters.

EXTENDING YOUR TRAINING

UNSURE ABOUT YOUR TRAINING PROGRESS

Seek support at the earliest opportunity if you feel as if you are struggling with your course or on a placement. Speak to your tutor or mentor and contact the NASUWT if the problem relates to your school placement. You are surrounded by people who want you to succeed and there are experienced education professionals available to support you.

If you feel as though you are not receiving the proper support from your placement school, put your concerns in writing to ensure you have an audit trail. Contact the NASUWT if you need to discuss the issues or require additional support.

ADDITIONAL IN-PLACEMENT SUPPORT

ALLEGATIONS AND COMPLAINTS

We are here to support you through informal and formal investigations. Our dedicated advisors and representatives are available to provide confidential advice and support if a complaint or allegation occurs while you are on placement.



BEHAVIOUR MANAGEMENT TIPS

You will need to establish yourself quickly as an able practitioner in the eyes of your pupils, who is able to gain the confidence, trust and respect needed from your pupils.

You will find it helpful to find out from the class/subject teacher(s) about the class and any particular issues or needs that should be considered when organising and delivering your teaching.

Familiarise yourself with the school behaviour policy and ensure your behaviour management plan is complementary to it.

To help maintain discipline and good order in the classroom:

1

Set boundaries

All children and young people like order and good discipline; they know where they stand and they understand what is required of them. From the outset, you need to tell them your expectations of them and also what they can expect from you. Spend some time in the first meeting with them setting out your personal learning policy.

2

Use positive language

Tell pupils what you do want them to do, not what you don't want them to do! The message is 'This is the way we behave in my classroom'. The use of the word 'thanks!' following an instruction is much more powerful than 'please'.

3 **We all make mistakes** – it's how we learn. Young people are embarrassed if they get the answer wrong; they think they have to be perfect all the time. Allow your pupils to learn together and find answers to problems together. Two people getting an answer wrong, or indeed right, is better than one person alone getting it wrong or right.

4 **Tell your class(es)** what your rewards and sanctions will be. Keep your sanctions doable and commensurate with the rule that has been flouted. Children and young people recognise fairness and prefer to be treated as the individuals they are, rather than as just part of a difficult group. Reward appropriate behaviour regularly; a smile, a stamp on their work and a word of encouragement.

5 **Learn to be assertive**
Both your body language and your verbal language need to show that you are assertive, neither weak nor aggressive. Sarcastic teachers do not get the best learners; kind but firm teachers do. There is a big difference between engaging in banter with pupils you know well and putting pupils down. Use a firm, clear tone of voice, rather than a 'raised' voice.

6 **Dealing with anger**
It is impossible to deal with a very angry person, adult or child, when they are in a temper. The best thing to do is to remain calm and let the person know that you are going to help them, when they are ready, to resolve the problem. Try to keep control of your own emotions no matter what the other person may be feeling. If possible, thank the rest of the group for getting on with their work so that they do not become embroiled in a difficult situation, but see that you have the situation contained.

7 **Use humour**
Remember your sense of humour and recognise that of your pupils. It's hard to be angry or aggressive with someone who makes you laugh.
The NASUWT has produced a range of guidance on managing classroom behaviour, which is for all teachers throughout their careers. Visit www.nasuwt.org.uk.



WHAT IF YOU HAVE A PROBLEM DURING YOUR TRAINING?

- Try to address problems or concerns at the earliest opportunity.
- Speak to your tutor or training provider.
- Good communication with your trainers and mentors is key.
- Call the NASUWT for confidential advice if problems persist.

WHAT CAN THE NASUWT OFFER YOU?

- Advice and representation if you have problems on your school placements.
- Professional learning through your training, first years of teaching and beyond.
- A range of benefits and discounts on services and activities.
- Free student membership.
- Confidential advice.
- Cross-sector representation.
- A teacher-focussed union constantly campaigning for your rights and working conditions.

DURING TRAINING

- Free membership.
- Support on placements.
- Training and lectures delivered through your training provider.
- Lifestyle benefits, discounts and savings.

WHEN YOU QUALIFY

- Free membership.
- *Starting Out*, the NASUWT's guide for new teachers.
- Free professional learning provision.
- Advice, support and representation for work-related issues.
- Induction planner to help guide you through the induction process.

YOUR FINAL YEAR OF TRAINING

- Finding Your First Teaching Post lecture to help you stand out for the right reasons and obtain your ideal job.
- Access to lifestyle benefits and services.
- Legal advice and support.

DURING AND AFTER YOUR FIRST YEAR

- Free membership period.
- A free professional learning event in November to support early career teachers.
- A free professional learning seminar or webinar in June of your first academic year.
- Active engagement with you, the members, to decide union policy.
- Access to a network of local volunteers and representatives.
- Professional learning for members.
- Professional legal advice and representation.
- Free conferences and events covering current hot topics in education.
- Development courses and support for members wanting to assist their colleagues and become involved in the democratic structure of the NASUWT.

More money in your pocket, thanks to the NASUWT

As an NASUWT member, you can take advantage of over 250 discounts and exclusive offers on your home, car, electrical goods, eating out, leisure activities, retail gift cards, holidays and travel.

Our twice-monthly Benefits and Services eZine features exclusive deals, discounts and free prize draws. If you do not receive this, contact membership@mail.nasuwt.org.uk or 03330 145550.

A small proportion of these offers will easily cover the cost of your NASUWT subscription and help you save more.

And, if you recruit other teachers to the NASUWT, you can get Love2Shop vouchers too!


Check out www.nasuwtbenefits.co.uk or scan the QR code on your membership card.

Examples are illustrations of savings that can be made.


All offers are subject to change without notice. Prices quoted are correct at time of going to print (06/2022).



Save on your gym membership, digital fitness subscriptions and more via [YourFitnessClub](#).




I booked in advance and saved £75 on a family ticket to the Alton Towers resort.



I earned £55 in shopping vouchers by inviting four of my colleagues to join the NASUWT.



I saved £120 on a week's summer holiday with [Hoseasons](#).



Members can get a discount towards a new Vauxhall car with the [Vauxhall Partners Scheme](#).

GETTING INVOLVED

Do you want to be more involved in the NASUWT?

You could help by:

- encouraging your fellow student teachers to join the NASUWT;
- raise widely felt issues about teacher placements with the Union;
- speak to the NASUWT about organising events that student teachers are interested in;
- promoting free professional learning events to fellow students.

Find out more.

Online at: www.nasuwt.org.uk/GettingActive

Help us to keep you informed

Changing address? Changing school?
Moving house? Tell Us



www.nasuwt.org.uk

In association with NUS



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