



## Starting a voluntary placement in a school

### Preparing for your placement

Once a school has agreed to offer you a placement, it is a good idea to learn about the school by visiting the school website and looking up the school's Ofsted report at:

[www.ofsted.gov.uk/inspection-reports/find-inspection-report](http://www.ofsted.gov.uk/inspection-reports/find-inspection-report)

You can also begin familiarising yourself with the UK education system by visiting these websites:

[www.education.gov.uk](http://www.education.gov.uk)

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

[www.subjectassociation.org.uk](http://www.subjectassociation.org.uk)

### Starting your placement

Once you have started volunteering in a school you will need to consider the following tips on how to conduct yourself:

- Make a note of the school phone number should you be late or ill, so that you can let them know as soon as possible.
- Turn off your mobile phone or place it on silent when entering the school premises. It should be off or on silent in all of the classes you are in.
- Always be on time for each of your lessons.
- Always dress appropriately. Ask your school contact if you are unsure about the school's dresscode.
- Remember that teachers are very busy and under pressure. They will be happy to help you, but be careful not to take up break-times by asking lots of questions.
- Find out about the school's policy on behaviour.
- Above all, be proactive:

- behave like a teacher
  - do over and above what is required of you: offer to help, stay for meetings
  - talk to other teachers in the staffroom
  - share your previous experience with people; tell them what your ambitions are
  - demonstrate what good interpersonal skills you have
- If possible and appropriate, discuss with the teacher being involved in the delivery or planning of lessons – for example, teaching small groups of students, or delivering the introduction to a lesson.
  - Let the school know of any issues that may arise.