

## Tasks for completion before your first day in post

You will find your first few days in school very full. It is well worth spending some time in the school, either before the end of the previous term or during the school holidays if this is possible. This brief spell will help you establish the school's opening hours, lunch times etc. It is also helpful to visit the room(s) you will be using.

The first day is normally a staff development day and most schools will have a full programme of activities planned either whole school or departmental. There will be numerous opportunities to meet and mix with other members of staff.

The following tasks should be completed before your first day in school. If this is impractical, then they should be considered before meeting your class(es) for the first time.

Please remember, other staff in the school should be able to give advice on creating new materials and how to differentiate them. Ask for advice if unsure about the appropriateness of the tasks that are set.

## Checklist

General Information on the School	Action Required	Completed
Obtain a copy of the Staff Manual and School Probationer Handbook.		
The probationer obtains a copy of their contract.		
Establish which specific member of staff is the designated supporter.		
Know the key times in the day e.g. lunch, intervals, early closing.		
Have an accurate copy of the timetable.		
Know the procedures for a fire drill.		
Know the procedures for any medical matters, e.g. the internal telephone numbers of the medical room, main office etc.		
Know where the nearest phone is and have a list of important telephone numbers. Know the procedures for the use of the phone.		
Established procedures for releasing pupils from the probationer's class, e.g. toilet, collecting materials.		

<b>The Pupils</b>	<b>Action Required</b>	<b>Completed</b>
Obtain a pupil list for their class(es).		
Access the relevant information about your class(es) from the previous teacher (or head of department).		
Have a list of pupils meriting attention, medical or otherwise, in your possession. Please remember that confidentiality is of paramount importance.		
Have information on the school/departmental policy on pupil groupings e.g. mixed ability/social groups.		
Read a copy of the school/departmental behaviour and/or discipline guidelines.		
Establish folder/planner which will contain your forward plans/daily plan etc.		

<b>Resources</b>	<b>Action Required</b>	<b>Completed</b>
Obtain a copy of the school/departmental policy for the withdrawal of resources from the staff base. Most departments have resources distributed between the base and classrooms.		
Establish where the resources that are likely to be needed are located.		
Obtain a copy of the programme of study/syllabus for the subject(s) to be taught		
Prepare a class planner/diary.		
Establish a system for ensuring that any books/ resources that are needed will be available.		
Obtain the school/departmental policies on photocopying.		
Establish which jotters/folders/papers are to be issued to each class or for each subject. Be aware of school/departmental procedures for loss of such items.		
Become proficient in the use of the equipment available, including computers, in the department.		
Find out how non-teaching staff are deployed and managed in the school.		
Establish the procedures for creating new resources, e.g. Desk Top Publishing.		