

Personal review checklist

By the end of the second or third week you will be settling in to the routines of the post. This personal review sheet gives an opportunity to reflect on what has been achieved. This could be discussed with the supporter.

Week Ending:	Action Required	Completed
Have all the necessary background information on your pupils, e.g. medical/learning support etc.		
Pupils respect my authority in the classroom.		
Established consistent standards of discipline in your classroom.		
Building a positive relationship with the pupils. Do not find yourself dealing with the same pupils or groups of pupils all the time.		
Classes are working well.		
Know all the pupils' names.		
Established an acceptable level of working noise during group activities.		
There is silence when you are speaking to the class.		
Appropriate modifications made to original plans.		
Can find most of the important resources.		
Familiar with library/resource centre.		
Record of work up to date and planning for the next week is underway.		
Familiar with the parts of the curriculum you are teaching.		
Comfortable in the staffroom and staffbase.		

Remember...

Teaching is a career which is both a privilege and a challenge. Like any other occupation it has its ups and downs. Always remember that others will have experienced, and maybe are experiencing similar highs and lows. Talk things through with colleagues, nearly all of them will have had similar experiences.

It is easy to get totally absorbed in the job. There is no harm in this, but try to remember that there is life out of school.