

# ORIENTATON CHECKLIST

## Prior to commencement

Examples of tasks to undertake	
<input type="checkbox"/>	Review your school's website.
<input type="checkbox"/>	Make contact with your new school as soon as possible to introduce yourself to the school's leadership team, and if possible, arrange a visit to meet one of the members of the team.
<input type="checkbox"/>	Ask about opportunities for further pre-commencement visits to familiarise yourself with the school environment, meet staff and potentially be involved in school planning processes. Having your 'first day' before your first day is a huge advantage.
<input type="checkbox"/>	Determine the nature of your teaching duties. For example, year level/s, class size/s, timetable, subjects and work programs.
<input type="checkbox"/>	Ask for a copy of the school's induction booklet (if one exists). .
<input type="checkbox"/>	Ask about school-identified curriculum experts that you may be able to call on for assistance in planning. In a secondary setting, ensure you have information about the Heads of Department (HODs) for the subjects you will be teaching.(Secondary)
<input type="checkbox"/>	Request a copy of the school map so that you can orientate yourself with the physical layout of the school. In the secondary school setting, it is especially important that you know where your classrooms are in relation to each other so that you can allow for this when moving between classes.
<input type="checkbox"/>	If possible, access your classroom/s prior to commencement to set up your furniture, classroom displays, posters and desk. Check with your mentor or one of the leadership team for details.
<input type="checkbox"/>	If possible, meet the support staff.

