

Career Development Exchange: Induction Checklist

Name of Exchange Post Appointee:.....

Job Title:.....

Name of Induction Teacher:.....

Pre-Start Meeting	Notes
1.1 Meeting with Induction Teacher.	
1.2 Tour of the school.	
1.3 Receive information concerning basic school procedures, including: health & safety (eg fire, trespassers etc.), pupil expectations, absence from school, orders for stationery, photocopying, secretarial support etc.	
1.4 Explanation of School communication channels: notice boards, staff meetings, email, pigeonholes, telephone system, mail collection, sending and receipt of faxes, etc.	
1.5 Receive information concerning the rôles / responsibilities of staff in the School.	
1.6 Receive Staff Handbook.	
1.7 Receive information on class / subjects to be taught.	
1.8 Receive details of forthcoming meetings and a School Calendar of events.	
1.9 Meeting with Headteacher, to discuss details relating to the rôles and responsibilities of the post.	

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Week 1	Notes
Day 1:	
2.1 Meeting with Induction Teacher.	
2.2 Reinforcement of health and safety issues in School.	
2.3 Questions / Answers on documentation received.	
End of Week 1:	
2.9 Meeting with Headteacher - how is it going?	

During Your First Month	Notes
3.1 Meeting with Induction Teacher to review coverage of the induction checklist and to plan for the coverage of any additional or outstanding items.	
3.2 Explanation of the performance management procedures.	
3.3 Draw up a list of training needs for the coming work period.	
3.4 Meeting with Headteacher to discuss: a) targets for the period b) feedback on your progress so far.	