

# ORIENTATON CHECKLIST

## Supply days

<b>Get organised</b>	
<input type="checkbox"/>	Set iup a <a href="#">TRACER account</a> to register your interest for supply/relief work.
<input type="checkbox"/>	Read the <a href="#">TRACER welcome pack (PDF, 586KB)</a> to assist you through the application process.
<input type="checkbox"/>	Complete mandatory training including Mandatory All-Staff Training program, Student Protection and Curriculum Activity Risk Assessment. To access these online programs conatact the Learning Place on 1800 680 445 for a logon ID and password.
	Print out certificates of completion for the mandatory training programs and take them with you when working at a school.
<input type="checkbox"/>	Review the schools websites where you have listed with TRACER to do supply/relief work.
<input type="checkbox"/>	Notify and introduce yourself to schools in your area that you are available for supply/relief work, especially those who do not use TRACER to allocate relief staff.
<input type="checkbox"/>	If on contract, 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.
<b>Supply day – phone call</b>	
<input type="checkbox"/>	Determine the nature of your teaching duties. For example, year level/s, class size/s, timetable, subjects and work programs.
<b>Supply day – at the school</b>	
<input type="checkbox"/>	If not already in the schools Supply/Relief folder, request a copy of the school map so that you can orientate yourself with the physical layout of the school.
<input type="checkbox"/>	Locate the staff room and introduce yourself to staff members.
<input type="checkbox"/>	If possible, access your classroom/s prior to commencement to set up the teaching space as appropriate. Check with one of the leadership team for details.
<input type="checkbox"/>	Ask about any rostered playground duties or other responsibilities you have for the time your are working at the school..
<input type="checkbox"/>	Ask about end of lesson procedures (secondary e.g. locking doors, storing of equipment).

