

ORIENTATON CHECKLIST

Week one

Your teaching space	
<input type="checkbox"/>	Request access to general supplies and items such as stationery and art equipment.
<input type="checkbox"/>	Find out how to borrow resources from the resource centre.
<input type="checkbox"/>	Find out how to borrow/access equipment for art and sport.
<input type="checkbox"/>	Clarify protocols for borrowing and using information and communication technology resources.
<input type="checkbox"/>	Find out how you can access additional furniture if you need it.
Planning	
<input type="checkbox"/>	Obtain the curriculum materials, school programs, resources and textbooks you need for planning.
<input type="checkbox"/>	Clarify school planning expectations and collaborative planning processes.
<input type="checkbox"/>	Obtain information about school-initiated programs.
<input type="checkbox"/>	Obtain any preferred planning templates.
<input type="checkbox"/>	Clarify planning expectations for relief teachers when ill.
<input type="checkbox"/>	Identify student support including learning support roles and guidance referral process.
<input type="checkbox"/>	Read student data and student files.
<input type="checkbox"/>	Clarify school/faculty policy on recording and storing student assessment folders.
Meetings	
<input type="checkbox"/>	Schedule a meeting with your mentor to discuss job expectations, goals and clarify any questions or concerns you may have.
<input type="checkbox"/>	Discuss Annual Performance Review process with your supervisor.
Other	
<input type="checkbox"/>	Familiarise yourself with sites including Learning Place, OnePortal (the department's intranet) and OneChannel (online access to development and professional learning programs).

