

SENIOR TEACHER RESPONSIBILITY FOR NEWLY APPOINTED TEACHERS AND TEACHING TEAMS

Responsibilities for beginning of year or when new staff join your team.

Acquaint yourself with knowledge of school policies and procedures

Key Tasks:

1. Make contact with all your Staff before school begins. Make New Teachers particularly welcome – at ease – feel supported – introduce them to the “full boundaries” of Finlayson Park School.
If they are not sure - ask
If they want something - ask
If they have a problem (school/home) - share it (2 heads are better than 1)
2. Have a Unit of Work prepared so that new members can latch onto it if they wish to.
3. Make sure their first day in class is fully planned. Make sure their next week is fully planned (routines established, discipline boundaries set, work habits agreed upon, homework expectations set, etc).
4. At the beginning of the year Stationery information will be shared according to school plans.
5. Establish rules for money collection, recording etc (school policy) in all classes e.g. class money master list and money container.
6. Get to know all students in your team as quickly as possible so you can support your teachers as needed.
7. Inform new Teachers and all teachers to check ePortfolios, hard files and eTAP files for all students for indications if health problems or learning issues.
8. Teacher Aide must work within ear or eye shot of a teacher when working with students. Timetable to be given to teacher to be prepared.
9. The class must not be left in charge of untrained person e.g. Teacher Aide, Kiwi can Leader, Sports person or Trainee Teacher. Organisation for this can be overseen by Senior Leader.
10. Regulation requirements - check that emergency policy is displayed on class wall. Any letter to parents must be copied and given to Principal on that same day. Parent consultation on any issues should be with your knowledge and support.
11. Ensure school expectations are upheld.