

What do I need to work at The Beaconsfield School?

- QTS (qualified teacher status)
- Certificates of qualifications
- TRN (teacher reference number)
- NI (national insurance number)

Employees through an agency will be subject to a different checklist e.g. right to work in UK, TRN, QTS, NI, DBS, medical checks, CoGC)

What to expect pre-employment:

- DBS (covers Police checks)
- Medical online questionnaire
- References
- Certificate of good conduct (CoGC overseas Police checks)

What to bring on the first day:

- Anything outstanding from pre-employment list
- Form of photographic ID e.g. passport or photo driving licence

What to expect from your first day:

- Tour of the school
- Teaching timetable and times of the school day
- Student lists and information
- Meeting Induction Teaching and Learning Coach (Induction procedure)
- Meeting with Line Manager/Subject Leader (schemes of work, department resources)
- Meeting with Year Leader (attendance and behaviour procedures, assemblies, contacting parents, house system, year meeting, planners and mentor notice boards)
- Classroom keys (office keys where appropriate)
- Teacher File (class data)
- Induction File - Staff handbook which includes:
 1. Induction Handbook
 2. Expectations of all teachers at The Beaconsfield School
 3. Headline figures and focus
 4. General school documents (map, calendar, staff/phone list, duty rota)
 5. Teaching and Learning Toolkit (*pdrive – general – Teaching & Learning 2015*)
 6. Behaviour (*Behaviour for Learning Policy 2016 and Introducing VIVOs*)
 7. Mentor and pastoral
 8. Health and Safety (*H&S Induction training and H&S for classrooms checklist*)
 9. CPD (Professional Studies Programme and Directed time)
- Pre-requested ICT devise (if available or appropriate)
- Teacher planner/diary

- Lanyard ID/pass
- Pigeonhole
- Door code to reception area
- Reprographic information
- Car parking

What to expect in the first fortnight:

- SIMs/Office 365 username/password
- Set up of MILK (online planner)
- Biometric set up (Finance office)

What further support is expected (depending on teacher status):

- Coaching/mentoring: NQT, OTT, Good in Ten
- Line Management support – department/subject
- Lesson observations/learning walks/work scrutiny
- Professional Studies Programme
- CPD/directed time
- Performance Management

Topics likely to be covered in subsequent sessions:

- Visible Learning principles
 - Visible learner
 - Know Thy Impact
 - Inspired and Passionate teachers
 - Feedback
 - Visible School
- Mindsets: growth v fixed
- Curriculum
- Teaching and learning strategies: thinking hard
- Assessment and reporting
- Parent evenings
- Health & safety
- Classroom displays and organisation
- Open evening/morning
- Booking rooms
- School trips
- CPD/training requests
- Extra-curricular activities