

Making a good start:

Verónica's tips for your first week as an NQT Part One



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Verónica has written this personal guide to support and reassure NQTs who are about to start their professional career.

Part One : Before term starts

Headline: Be professional, follow the **code of conduct for teaching professionals** in the UK, and decide what sort of teacher you want to be.

Practicalities:

- a) Familiarise yourself with the new **school day and calendar**.
- b) Read & highlight **relevant policies** from the Department of Education as well as your school (and your faculty or department) since they may vary from the institution where you did your teacher training.

Consult Induction for Newly Qualified Teachers:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/851336/Statutory_Induction_Guidance_2019.pdf

c) **Get yourself organised:** stationery and equipment. Locate your teaching room(s) and nearest toilets, emergency escape, etc.

d) Decorate your **classroom** (if you have one, and are allowed).

e) Make sure your classroom **materials** are accessible (if you can).

f) Work out which **system of organisation** works best for you: it might be a (teacher) planner, a notebook, digital files, or a combination of different elements. NB What works for other people may not work for you! -if you choose a published planner, remember to personalise it, so that it works for you and your school.

g) Put **key dates or events** in your planner (e.g. Parents' evenings, school events and holidays, or staff training days).

h) Organise your **teaching file** according to school policy (if relevant).

Useful information to collate and include is:

- your timetable, maybe your duty days/ on call times,
- school policies, the school calendar,
- the SEND register with advice and contacts for support,
- schemes of work,
- individual class information: for each class you might want to/ be asked to track students' attendance, attitude, homework and maybe grades,
- lesson observation and feedback template,
- appraisal information,
- CPD courses including events in your local ALL group.

"Be the change that you wish to see in the world." (Mahatma Gandhi).

Look out Verónica's tips for the first days of the new term on this webpage from mid-August.