School and Faculty Information

School	
Address and phone number	
Head teacher	
Deputy Head teachers	
Staff absence number	
Child protection officers	
Head of faculty/dept	
Other members of faculty/dept staff, their specialisms and their roles/responsibilities (include support staff)	
Head of year/house	
Form tutor	
NQT coordinator	

Teacher's Holiday Tasks

To ensure that you are fully prepared to start teaching, make sure that you complete as many of these tasks during the holidays as possible, starred tasks will need to be done before the schools break up for the summer, you may want to discuss these with your NQT mentor during your induction day. These are all tasks that a qualified teacher would complete before the new school year.

Task	Completed
Find out key information about the school and staff and note above	
*Obtain a copy of the staff handbook (can be electronic)	
*Obtain a copy of the department handbook (can be electronic) and become aware of homework, marking and behaviour policies	
*Obtain a copy of the school calendar for the next school year	
*Become familiar with the intranet, VLE (virtual learning environment) or shared resource area, obtain log ins and passwords as required	
*Print out data sheets and SEND information for each class that you will teach and tutor group	
*Print out class photos for each class that you will teach and tutor group	
Create an annotated seating plan for each class that you will teach and tutor group, include information on Pupil Premium, SEND, G&T etc. and store in teaching file	
Create a mark book (on Excel or paper copy) for each class that you will teach	
*Get copies of the Scheme of Work for each class that you will teach	
Using the Scheme of Work and your timetable, create an overview grid for each class detailing what is due to be taught and when, including when homework will be set (see school's homework policy)	
Using the school's marking policy, create a marking timetable for each class that you will teach	
In your teacher's planner, pencil in (as this may change) your classes for the year/first term with brief notes on what is due to be taught and when homework is set/due in and make notes of any meetings/training sessions that you are required to attend	
Set up class lists for each class that you will teach on Class Dojo or a random name generator	
Create a 'Welcome back and expectations' lesson, link this with school expectations and behaviour policy	
Plan your lessons for the first 2 weeks using the schemes of work (these can be amended but it will make the start of your NQT year much less stressful)	
Organise your USB/portable hard drive into year/class folders, with sub folders for topics and individual lessons, populate these with resources from your NQT year and find new ones from resource sharing sites e.g. TES	
If possible, organise a time to visit your school during the holidays (check when it is open, you may not get keys until September) to set up your classroom, update displays and collect your class books.	