



Beginning Teacher Resource

Getting ready for your first teaching appointment

Starting your first teaching position is an exciting time but it can feel a little overwhelming. Here are some tips to help you feel better prepared leading up to your first day.

Initial contact

Call the school to arrange a telephone or online meeting with the principal to introduce yourself.

Have pen and paper ready to write down notes from the conversation.

Organise a time to visit the school before your start date, based on the principal's availability.

Access a copy of the department's [personal induction planner](#) to record what is happening during your induction.

Here are some sample questions you might want to ask:

- Does the school have an orientation day or meeting?
- How many staff teach and work at the school?
- What are the:
 - School times?
 - Arrival time?
 - Class commencement, morning tea and lunch?
 - Departure time?
- Is the best way to travel to school by public transport or car? Any parking facilities?
- Is there any information or paperwork I need to provide to the school?



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Initial visit

The initial visit helps you get a feel for your new workplace and meet some people you'll be working with such as the office staff, principal, supervisor, mentor and buddy teacher.

Information to ask for:

A general overview of the school including staff, students and community.

A tour of the school and a copy of the school map.

Who to report to on the first day of school and what happens during the first week of school.

Whether there are any significant events in Term 1 and if you can volunteer to get to know the staff, students and community better.

School handbook, policies, procedures, rules and goals.

Whole school reward systems.

Curriculum materials, school programs and text books (if applicable) to begin thinking and planning.

Location of staff rooms, pigeon holes, first aid room, canteen, emergency exits and parking areas.

Leading up to day 1

Start thinking about your classroom layout including seating plans, display walls/decor and stickers and rewards.

Obtain information about class locations, allocations, structures and class lists (if available).

Complete all required mandatory training through the department's [MyPL portal](#).

A day book for daily lesson planning can be useful. You can also access a copy of the department's school calendar and planners for free.

Make yourself aware of classroom and school expectations for behaviour.

Practise driving or catching transport to the school so you are familiar with the route, traffic conditions and where to park.

Have a question?

Contact us:

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Find out more at:

[Strong Start Great Teachers](#)