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# **Welcome and Induction**

# **School ROADBOOK**

# Teacher follow-up

## Name of the teacher:

# Created through Erasmus+ project: **CERTI4Headmasters**

**SCHOOL YEAR TIME LINE**

Date:

Date:

Fill these bubbles with important fixed dates of your first school year (for example: pedagogical day, training).

Date:

Date:



Before the job interview

I research about the school (school community, school concept and vision, study programs etc):

Where are my school’s information available?

* Official portals (by Ministry of Education, local school authority, etc.)
* School website
* School social media presentation
* …

What information is available about my school?

* Pedagogical project
* Teaching positions
* Exit profile of our students
* …

##

## The candidate has prepared:

## his / her CV

* a letter of motivation

## Questions I want to ask the teacher:

What are the "unavoidable" questions?

* Questions that reflect kindness to students
* …

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## Second job interview (confirmation)

## What are the documents that the candidate must provide for his/her file?

For example :

* Birth certificate
* Criminal record Model 2 (less than 6 months old)
* Originals of diplomas and annexes
* Certificate(s) of previous position(s)
* passport picture

## His/her allocation of hours

## School visit (before first official day)

Places of the school to visit + person who will take care of the visit:

* Shared areas: teachers' room, toilets, library, photocopy room, bicycle parking, teachers’ lounge
* Sector(s) specific to the position of the teacher, e.g. workshop for the head of technical instruction

## Information I want him/her to remember:

## First weeks’ events

Difficulties faced by the teacher:

*To be completed in case a debriefing interview has taken place or if the team of teachers in charge of the teachers’ reception have been authorized / invited by the new teacher to share the information.*

Questions that the teacher asks him/herself:

*To be completed in case a debriefing interview has taken place or if the team of teachers in charge of the teachers’ reception have been authorized / invited by the new teacher to share the information.*

Positive moments the teacher wants to remember:

*To be completed in case a debriefing interview has taken place or if the team of teachers in charge of the teachers’ reception have been authorized / invited by the new teacher to share the information.*

Amazement report expressed by the teacher:

*To be completed in case a debriefing interview has taken place or if the team of teachers in charge of the teachers’ reception have been authorized / invited by the new teacher to share the information.*

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## Informal catch-up after a few weeks (if needed)

Questions I want to ask the teacher:

Information and advice that I give to the teacher:



## Headmaster’s first class observation

Evaluation of the teacher:

Feedback on 3 strengths + 3 areas of development of the teacher:



## Midyear Feedback

Questions I want to ask the teacher:

Information and advice that I give to the teacher:



## Other catch-up/meetings (in case of issues or warning)

What are the elements that I want to discuss with the teacher? What do I want him to improve in his practice, his posture?

What are the things I want to see implemented?

What are the elements that the teacher does not seem to understand, which elements does he/she not seem to follow, with which aspects does he/she need help?

Who could he/she go to for help?



## Headmaster’s second class observation

Evaluation of the teacher:

Feedback on 3 strengths + 3 areas of development communicated to the teacher after the first evaluation:

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## End of year Feedback/Evaluation

Difficulties that the teacher still has:

Questions he/she still asks him/herself:

Moments the teacher does not want to forget:



## Allocation of hours Year 2 meeting

## How does the teacher feel about being back at school?

## His/her allocation of hours