#

# **Teacher’s Welcome and Induction**

# **School ROADBOOK**

## Name:

# 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):

##

## I have prepared:

## my CV

* a letter of motivation

## Questions I want to ask the headmaster:

##

## Second job interview (confirmation)

## What are the documents I must bring to the secretary for my file?

## My allocation of hours

## School visit (before first official day)

## Information I want to remember:

## First weeks’ events

Difficulties I faced:

Questions I still have:

Positive moments I don’t want to forget:

What surprised me the most in the school?

##

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

Questions I want to ask the headmaster:

Headmaster’s information and advice I want to remember:



## Headmaster’s first class observation

Self-evaluation:

My take-aways of the Headmaster’s evaluation:



## Midyear Feedback

Questions I want to ask the Headmaster:

Headmaster’s information and advice I want to remember:



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

What are the elements I want to remember? What do I have to do to improve my practice, my posture? How will I do that?

What are the elements that I don’t understand, where do I disagree, where do I need some help?

Who can I ask for help?



## Headmaster’s second class observation

Self-evaluation:

My take-aways of the Headmaster’s evaluation:

##

## End of year Feedback/Evaluation

Difficulties I still have:

Questions I still have:

Moments not to forget:



## Allocation of hours Year 2 meeting

## How do I feel about being back at school?

## My allocation of hours