

Teacher Induction Stage 2 Checklist

Before you leave, read through the statements below and ensure you have the information you need to get off to a good start and have an enjoyable first week with Atlas.

Teacher Name:	Date:
Induction delivered by:	Start Date:

I have understood and signed the contract	Y	N
I have completed the Garda Vetting form (with supporting documents)	Y	N
I have completed the Employee Information Form	Y	N
I know when and how pay is processed and who to contact should I have any questions	Y	N
I have had my photo taken for the staff wall and lanyard	Y	N
I know the names of one or two people who work at the front desk	Y	N
I have my own Atlas email account and can receive and send emails from it	Y	N
I have access to the STAFFROOM folder on drive	Y	N
I have a profile on Timetastic and know how to submit a request for annual leave	Y	N
I have met (or know how to contact) the: <ul style="list-style-type: none"> ● Academic Manager ● Course & Exams Manager ● Head of Teacher Training and Development ● Accounts Manager 	Y Y Y Y	N N N N
I know where to find the: <ul style="list-style-type: none"> ● Academic Office ● Exams Office ● Accounts Office ● Staff toilets ● Stationery cupboard ● 3 main Teachers' Rooms 	Y Y Y Y Y Y	N N N N N N
I know the password for: <ul style="list-style-type: none"> ● Staff wifi network ● Student wifi network 	Y Y	N N
I know my timetable, level and name of my class for my first week	Y	N
I know where the classroom is for my first class	Y	N
I know if my classroom has a whiteboard or an interactive touchscreen	Y	N
I have received touchscreen training	Y	N

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I know where to find the registers and class materials for my first class	Y	N
I have seen the Course Guide for my first class	Y	N
I have seen a sample Weekly Plan of Work	Y	N
I know how to mark the attendance on my class register	Y	N
I know where I can find a copy of the core weekly routines for teachers	Y	N
Health and Safety: <ul style="list-style-type: none"> ● I know who the Health and Safety Officer is ● I know who at least one or two First Aiders are ● I know what the Fire Alarm policy is (escape routes / meeting point) 	Y Y Y	N N N
Safeguarding: <ul style="list-style-type: none"> ● I know who the Safeguarding Officer is ● I know what the policy is for working with under-18s ● I have completed the online safeguarding training course and sent the certificate to the Safeguarding Officer 	Y Y Y	N N N

These are the main areas covered by induction. Read through the list. Have you been given information on each of these areas? Do you have any further questions regarding any of them?

General English Fluency (GEF) class administration and delivery	Y	N
Assessment	Y	N
Exams	Y	N
Tutorials, the Study Club and Learning Support	Y	N
CPD & Appraisal (this will be covered in more detail in Stage 3)	Y	N
Safeguarding	Y	N
Health and Safety	Y	N

Sign: _____

Date: _____

We appreciate that there is a lot of information to digest. Don't be afraid to ask your colleagues if you have any questions. They'll be happy to help. Alternatively, you can take note of any questions that come up and ask a senior member of the academic team in the final stage (Stage 3) of your induction.

STAGE 3 Date: _____