

# Your roles and responsibilities in school

## Section 3

# Finding out about your school

*This prompt sheet will help you  
to find out essential information about your school. Use it to make notes.*

## The context of your school

What links are there with:

- parents?
- schools in other phases?
- schools in the same phase?
- further and higher education institutions?
- the wider community?
- industry?

How will the established links affect your work in the school?

## Organisation for Learning

Schools organise classes in a variety of different ways in order to maximise opportunities for pupils to achieve success.

In your school, are the pupils taught by:

- mixed ability grouping?
- mixed age classes (primary and special)?
- setting or banding for specific subjects?
- mixed arrangements for pupil grouping?

# Finding out about your school

## Learning policies

Your school has policies for whole school issues, subjects and cross-curricular themes; you should have been provided with these.

You will need to become familiar with these policies in order to work within them and plan your contribution to them. You particularly need to look at and understand the policies for:

- the subjects you will be teaching
- assessment
- information and communication technology across the curriculum
- health and safety
- behaviour and discipline
- homework.

## Special needs provision

In making differentiated provision for the pupils you teach you will need to know what specialist support is available to you. Find out:

- who is the Special Educational Needs Co-ordinator (SENCO) in your school;
- what is the procedure for identifying and supporting pupils with special educational needs using stages of assessment;
- how Individual Educational Plans (IEP) are written, used and reviewed;
- whether pupils with special needs are withdrawn for periods of intensive support;
- if there is a system of classroom support from teachers and Learning support assistants and how and when you will be supported;
- how educational psychologists support schools;
- if there is a resource bank of specialist materials or equipment available in your school to extend and support pupils of all abilities.

## On appointment to your school

*Before taking up your appointment or early in the first term you should be provided with the following documents and information. Ask your headteacher or induction tutor to ensure you have everything you need.*

**Please tick once you have copies.**

- The aims of the school
- School prospectus
- Staff handbook
- School policy documents
- Subject policies, handbooks and schemes of work
- Planning guidelines and formats
- Assessment and marking requirements including reporting arrangements
- Information about classes to be taught
- Your timetable
- Arrangements for photocopying
- Procedures for stock distribution/resources
- Holiday dates
- Fire drill procedures
- School uniform policy
- How to complete the attendance and any other register
- School calendar and meetings schedule
- Duty arrangements
- Lunchtime arrangements
- Wet break/lunchtime arrangements
- Arrangements for the first day, e.g. assembly, induction of new children
- Procedures for informing school of illness/absence
- Behaviour management policies and procedures
- Child protection and safeguarding arrangements
- Health and Safety information including accident or emergency procedures
- Homework policy
- Contacting parents
- Meeting schedule
- CPD opportunities

## Names and contacts

*Complete this sheet as a useful record for future reference.*

School name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Deputy headteacher(s): \_\_\_\_\_

Your induction tutor(s): \_\_\_\_\_

\_\_\_\_\_

Your head of department/key stage co-ordinator: \_\_\_\_\_

School administrative staff: \_\_\_\_\_

\_\_\_\_\_

Caretaker: \_\_\_\_\_

Chair of governors: \_\_\_\_\_

Professional association representatives: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

Area: \_\_\_\_\_

Telephone number: \_\_\_\_\_

CYPS Link Adviser(s): \_\_\_\_\_

\_\_\_\_\_

Subject Adviser(s)/Consultant(s): \_\_\_\_\_

\_\_\_\_\_

Other Adviser(s)/Consultant(s): \_\_\_\_\_

\_\_\_\_\_

As a newly qualified teacher you are advised to take up membership of a professional association. Details of the various organisations will be available in your school.

**Insert here...**

- **Your job description**
- **A plan of your school**
- **Any other information provided by your school**