

Leaders in Professional Learning for Teacher Aides

INDUCTION CHECKLIST FOR TEACHER AIDES			
This Induction Checklist is intended to be used as a guide to assist new teacher aides, as well as school leadership teams to identify the key information and processes that will enable the teacher aide to work confidently and competently in a new role.			
BEFORE STARTING WORK IN A SCHOOL	Done	Not yet done	Notes
<p>If you have some lead up time before you begin your job, you can ensure you are prepared and well informed. You should obtain or be provided with:</p> <p>A clear job description that informs you:</p> <ul style="list-style-type: none"> • where you will be working • what your duties are • with whom you will be working 			
<p>A school handbook that includes:</p> <ul style="list-style-type: none"> • a map of the school • a who's who – staffing structure • emergency procedures 			
<p>A handout or online access to key policy and school procedures such as:</p> <ul style="list-style-type: none"> • Code of Conduct & Student Protection • Health & Safety • School Wide Positive Behaviour Support Plan 			
<p>ON YOUR FIRST DAY AT SCHOOL</p> <p>Shadowing an experienced TA will help you to quickly learn how things work at the school and make you feel much more confident in your role. They can:</p>			
<p><i>Take you on a tour of the school and show you where things like your classrooms, the staff room, toilets, and resources are located</i></p>			
<p><i>Show you how to use essential equipment such as photocopiers</i></p>			
<p><i>Tell you the process for setting up your password and email log in to the school computer network</i></p>			
<p><i>Introduce you to key staff such as the principal, school business manager, the teachers with whom you will be working and other TAs</i></p>			
<p>YOUR FIRST DAY IN THE CLASSROOM</p> <p>On the first day it is important to establish positive relationships with the teachers and students. Meet with your teachers, preferably before class to:</p>			
<p><i>Learn about their expectations, routines and your duties</i></p>			
<p><i>Be provided with essential information about the students you will be supporting</i></p>			
<p><i>Be given a copy of the weekly/ monthly lesson plan that indicates your role.</i></p>			