

NQT Checklist for September

Get your timetable and print off your class lists/photos before summer	
Do your seating plans, SEN info and class data. Ask if you don't understand any of the data. SAVE information in school (check GDPR rules)	
Get hold of schemes of work. Plan at least the first week of lessons	
Arrange for room keys to be issued	
Print off the school calendar and pin up in your classroom - write on deadline dates for KS4 and KS5 classes (keep adding throughout the year)	
Write any important deadlines in your planner, set a reminder a week early.	
Mid-term planning - outline plan 3 weeks' worth of lessons, then adapt them to your class as needed.	
Read the school behaviour policy	
Get a map of the building and outbuilding	
Check if you have a TA in your lesson, how will you use them? You need to know your data, ask others. Read pupil info and make note of suggested strategies	
Get a list of key staff members (including support)	
Obtain and learn your logins and write them down somewhere safe all together.	
Work out a homework and marking timetable and stick to	
Start marking in your first week and familiarise yourself with the departmental/school policy. Plan for peer, self and live marking in your lessons to ease the marking loads and ensure feedback is fresh	
Get your room/class resources organised before you start. Being able to navigate the room and have resources to hand limits disruption and ensures no dead time in the lesson	
Learn how to use school systems. Make notes as you won't remember everything	
Have some rewards ready in line with school policy e.g. reward stamps, postcards, loyalty card	
If you are a form tutor organise form activities - have a timetable throughout the week, give them a copy on the first day to stick in their planners. Think of group activities for bonding. Set a register monitor to collect notices each day. I also keep a folder with a copy of each student's timetable.	
Plan your journey to school	
Buy a new mug, some durable, comfortable work clothing and a notebook!	