

A large, light pink brushstroke graphic that serves as a background for the text. It has a soft, painterly texture with visible brushstrokes and a slightly irregular, organic shape.

ULTIMATE
TEACHER
TOOL-KIT

**TEACHER
CHECKLIST KIT**

TEACHER MENTORING WITH
RACHEL MAC

All the resources, mentoring and training is a sample from
the Ultimate Teacher Mentorship Program
on www.SavvyTeachers.teachable.com

<https://savvyteachers.teachable.com/p/teacher-mentorship-program>

<https://www.boosteducation.com.au/product-page/ultimate-teachers-tool-kit-2021>

BEGINNING TEACHER CHECKLISTS + PLANNERS

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This free set of checklists and planning documents are, from:

(1) [Digital Kit Ultimate Teacher Tool Kit](#) \$59 over 100 teacher tools and documents to save you hours of time and get you organised.

(2) [Lifetime Teacher Mentoring Program](#)

[Ultimate Teacher Mentorship Program](#) (free to members)

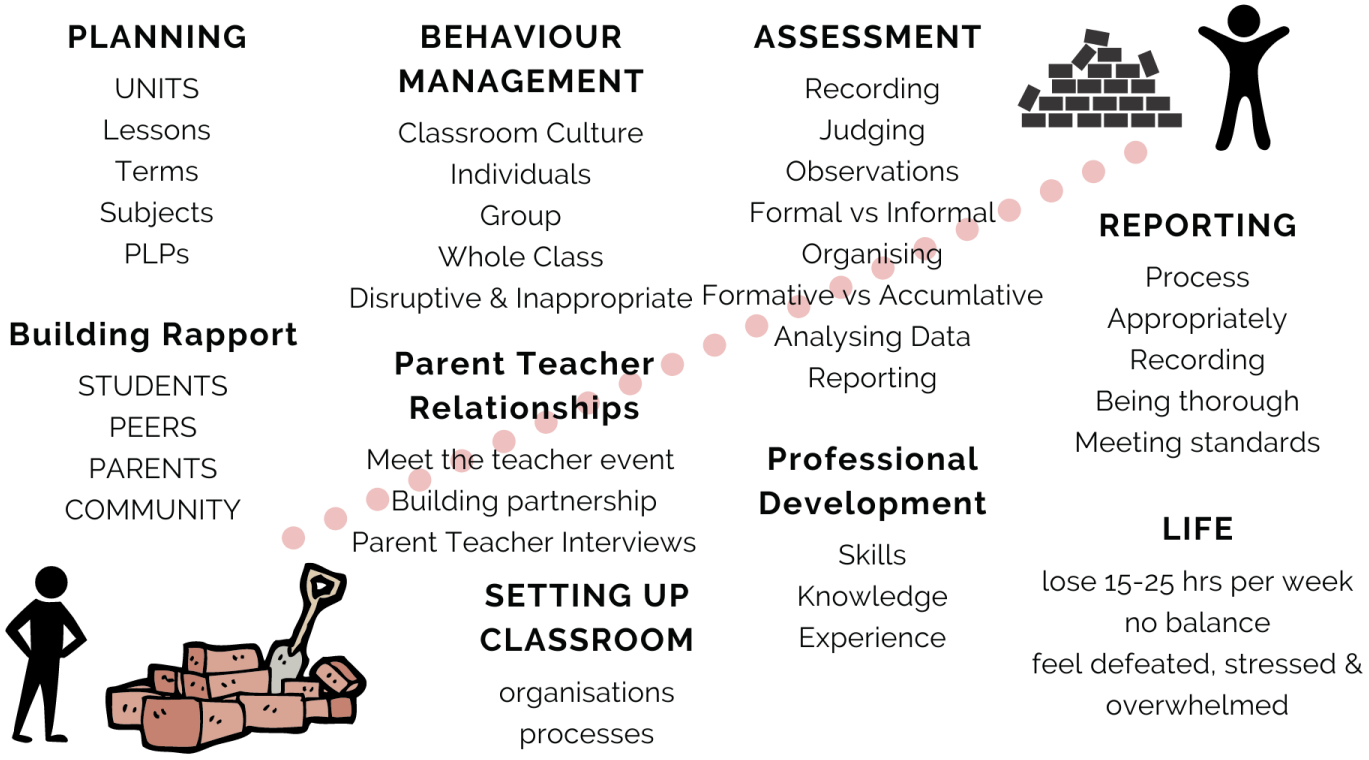
CLICK ON THE PINK LINKS TO FIND OUT MORE.... LOADS OF TRAINING COMES WITH BOTH.... But make sure you don't buy the kit if you are in the mentorship program, as you will have access to ALL MY TEACHING RESOURCES free with your lifetime membership....INCLUDES ALL FUTURE UPGRADES !!!

INCLUSIONS WITH THIS CHECKLIST KIT:

- Your Teacher Life
- Checklist – personal organisation
- Checklist – early childhood types of learning activities
- Checklist – prim + secondary types of learning activities
- Checklist – list of specific learning tasks
- Checklist – Prior to Week 1
- Checklist – Planning Checklist
- Checklist - Data Collection List of Suggestions
- Checklist – Prior to Day 1
- Checklist – On Day 1
- Checklist – Legal Responsibilities of Teachers
- Checklist – Questions for When You Start
- Checklist – the first few weeks in
- Checklist - for Term 1
- Checklist - for Term 2/3
- Checklist – Contact list: staff and roles
- Checklist – to do list for week 1 (keep on desk)
- Checklist – nightly planner (keep next to bed)
- Checklist – blank template
- Checklist – template priority list
- Wellness Wheel Assessment
- Health Wellness Strategy Map
- Monthly Planner x 2

YOUR TEACHER LIFE...

Savvy Teachers | © Ultimate Teacher Mentorship Program



You are a beginning teacher and you are not meant to be competent or even confident in these areas. You are at the beginning. However, this doesn't remove that overwhelming feeling that you all experience.

This is why I help or suggest you have a plan and prepare for yourself. Make decisions that put yourself in a great position to navigate this journey with not only success but enjoy it!!!

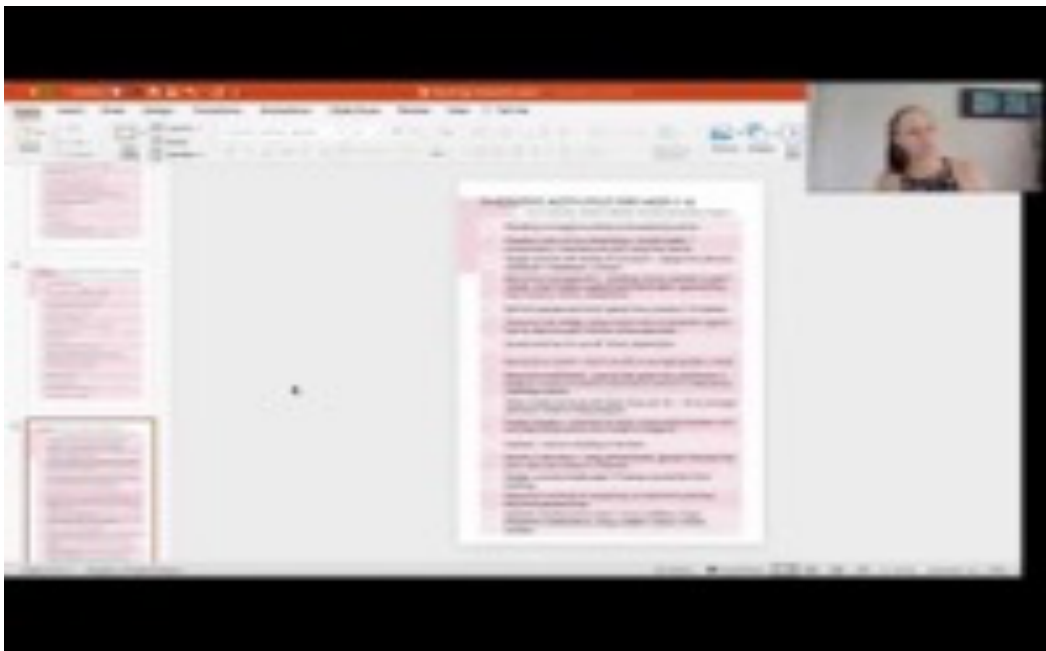
What is your plan? Do you have one? Teacher burnout is your number 1 issue that you are facing with 1 in 2 leaving the profession within their first 5 years. Plan for it! Prevent it! Get support and make decisions that invest in your future

TRAINING VIDEO FOR YOUR CHECKLIST

- To view samples from the training videos from the Teacher toolkit... click here:

<https://www.boosteducation.com.au/teacher-organisation-kit-training>

- BELOW IS THE TRAINING VIDEO FROM INSIDE A 14 DAY MENTORING PROGRAM THAT I PUT ON FOR FREE TO HELP BEGINNING TEACHERS SET THEMSELVES UP FOR SUCCESS + ACTIVELY PLAN TO PREVENT BURNOUT !!!



CHECKLIST – RESOURCES FOR EARLY CHILDHOOD TEACHERS

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Transition processes	
Get – to – know – you (got you covered)	
Reading a book and responding / discussing	
Design projects	
Problem Solvers	
Team Games / Activities	
Physical Ed tasks (ball games / movement)	
Interpretation tasks	
Group tasks and independent tasks	
Fine motor skills and gross motor skills	
Open discussions around the classroom and behaviour + how to set up behaviour management	
Social and friendship building	
Play based tasks	
Free play	
Personal hygiene	
Who we are.... families, culture,	
What's happening in our world.... Covid, 2020,	
Favourite TV show / movie / cartoon	
Processes - how does our body eat ? How do we make cake ? (must be familiar to them).	

CHECKLIST – RESOURCES PRIMARY + SECONDARY FOR WEEK 1 + 2

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Brain break activities	
Get – to – know – you (got you covered)	
Writing response tasks (refer to text types)	
Design projects (bedroom, classroom, school, APP.....)	
Mathematic Problem Solvers	
Team Games / Activities	
Physical Ed tasks (ball games / movement)	
Interpretation tasks	
Group tasks	
Team building tasks as whole class	
Open discussions around the classroom and behaviour + how to set up behaviour management	
Interactive Games - charades	
Independent Reading Activities	
Mandala Activities	
Goal setting activity	
Students reporting on last year	
Mindset tasks and activities	
Writing Sequences of familiar processes	
Ethical Problem Solving	
Critical Analyse of World Problem.... Aim to resolve	
Research an Inspiration Role Model and present to class.	

SUGGESTED ACTIVITIES FOR WEEK 1-4

Rachel MAC | Savvy Teachers Club | © Ultimate Teacher Tool-Kit

	Reading an Indigenous Book and exploring culture
	Create a mini unit on advertising / social media / environment / animals and plan using the theme.
	Design activity with matrix of inclusions – design the ultimate classroom / bedroom / school
	Behaviour management – building culture, explore student values, what makes a great teacher/student, goal setting, class mantra, rituals, celebration,
	Split into groups and each group has a product to market.
	Treasure map design using school map as template. (great task to help you get to know school grounds).
	Nursery Rhyme mix up OR Poetry Exploration
	Become an author – team up with a younger grade + share.
	Become an illustrator – groups are given the words from a page in a story and draw a picture to match it. Collectively creating a book.
	Write a letter to future self when they are 35.... Or to younger self about 2020 to help prepare.
	Passion project – attempt to solve a real-world problem and includes presentation and model or diagram.
	Debate – home schooling is the best.
	Drama / role plays – using picture book, groups role play the story with one student a narrator.
	Design a social media app ? Purpose, protection from bullying,
	Respond to ethical or moral issue in world with solutions. Examine perspectives,
	Explore cultures of the world – food, traditions, flags, important celebrations, songs, beliefs, values, homes, families,

BEFORE YOU START WEEK 1

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Map of school – are there boundaries?	
Locate toilets, staffroom, office, your classroom	
Copy of school policies + staff roles	
Speak with principal about a mentor / buddy teacher + ask for expectations of week 1 and 2	
Staff list names – glue in your diary (blank)	
Find our process for receiving info from office	
Photocopier and paper policy @ school	
Locate library and resource room (processes)	
Sports resources location	
Bell times for school or session times for ECT	
Staff duties	
Layout for your classroom (school usually has furniture storeroom too so ask)	
Set up your desk and storeroom	
Setup notice board with map and bell times	
Set up flexible routine	
Sliding scale of consequences (think about)	
Find out your class / grade	
Collecting Prior Knowledge (assessment checklist)	
Plan for 1-2 weeks for each class (keep flexible)	

CHECKLIST - BEFORE START WEEK 1

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Print out curriculum tools for your class	
Make a flexible plan for week 1	
Gather a group of reading books for resources	
Organise a ball for games	
Have access to paper or worksheets/books for any work in the first week or so	
Check out access to technology and school policy or IT room.	
Code of conduct (access)	
School handbook (if they have one)	
Staff dress code	
Staffroom procedures	
Student book list + text book list (get copies)	
Student Diary	
School Calendar	
Previous Year Book (super helpful)	
Name Badge or identification or ID	
Accessing your classroom and school security procedures	
Where to Park your car	
What is the school policies around late arrivals and early leavers in my classroom ?	
What are the playground rules ?	
What is the security process for securing classrooms ?	

CHECKLIST – DATA COLLECTION CHECKLIST

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Writing samples – different text types	
Grammar – writing sample	
Sentence Formation – writing sample	
Spelling capabilities – test and writing samples	
Reading Skills – running record (see Ultimate Teachers Kit)	
Comprehension skills: interpretation and written responses	
Problem Solving [mentorship program]	
Numeracy Capabilities – Maths Mega Kit	
Working in groups / teams – observations (see whole class student profile – Ultimate Teacher Kit)	
Working independently – observe and take notes	
Communication Skills – observe and take notes	
Mindset Knowledge – activities /ideas in [Mentorship Program]	
Knowledge in Mathematics: mind maps & problem solving Maths Mega Kit	
Knowledge in KLA's (recap year before)	
Ability to implement the general capabilities (eg debate on ethical point of view, support statements with evidence...)	
Sequence events – writing activities (comics, reading...)	
Giving and receiving instructions: observation and games	
Interpretational activities – response activities to images/memes, short presentations, videos,	
Predicting consequences and reading social situations	
About my students – variety of activities – huge set in the [mentorship program]	
Start to create student profiles (see assessment sample in Ultimate Teachers Kit – 100+ teacher tools and templates)	

CHECKLIST – PRIOR TO DAY 1

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Check safety of classroom (lights, power, ventilation...)	
Make a flexible seating plan for week 1	
Gather a group of reading books for resources	
Materials/equipment for a games (Ball, hoops ...)	
Have access to paper or worksheets/books for any work in the first week or so	
Check out access to technology and school policy or IT room.	
Have your resources ready for week 1 easy to access, for your lessons.	
School handbook (if they have one)	
Name tags for students and you	
Furniture for your students (enough for students)	
Prepare routine and establish guidelines for behaviour for week 1 until you establish your classroom culture (see full program for covering all of this)	
Name Badge or identification or ID	
Accessing your classroom and school security procedures	
Where to Park your car	
What is the school policies around late arrivals and early leavers in my classroom ?	
What are the playground rules ?	
What is the security process for securing classrooms ?	
Check for special needs of your students (dietary needs, learning difficulties...)	
How to take attendance	
Do you have water and nutrition ready for you	
Confirm playground duties and wet weather process	

CHECKLIST – CLASSROOM ORGANISATION

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<input type="checkbox"/>	Set up expectations for your room
<input type="checkbox"/>	Set your room out with flexibility + meet students' needs
<input type="checkbox"/>	List of students + contact list
<input type="checkbox"/>	Location of your desk
<input type="checkbox"/>	Daily routine - set
<input type="checkbox"/>	Arrival routine - procedure
<input type="checkbox"/>	Home time procedure
<input type="checkbox"/>	Communication with parents
<input type="checkbox"/>	Class resources (what you have access to for first 1-2 weeks)

CHECKLIST – CLASSROOM ORGANISATION

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<input type="checkbox"/>	Copy of school /centre time table
<input type="checkbox"/>	Policies for students going to bathroom/toilets
<input type="checkbox"/>	Welcome sign for students/class sign in room
<input type="checkbox"/>	Name tags/name labels for desks/bags/lockers
<input type="checkbox"/>	Labels for classroom furniture or word walls or areas of the room
<input type="checkbox"/>	Daily Routine calendar / class notice board/ parent info board
<input type="checkbox"/>	Student labels for students items....
<input type="checkbox"/>	Lost property process / area
<input type="checkbox"/>	Seating plan – required ?

CHECKLIST –LEGAL RESPONSIBILITIES

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Classroom, bus and playground duties/supervision;	
Arrival and departure times (staff and students);	
Maintenance of accurate attendance records;	
Reporting your absence;	
Transporting students;	
Aspects of students support using an aid, withdrawal, parent helpers;	
Student access to classrooms;	
Work health and safety requirements;	
First aid and care of ill students;	
Administration of medication;	
Awareness and identification of students with serious medical conditions;	
Responding, recording and reporting accidents (self and others);	
Copyright Laws;	
Emergency Contact of Parents/Carers;	
Emergency Procedures;	
Mandatory Procedure for reporting child abuse;	
Private interviews with students;	
Family Law Issues & Court Orders;	
Wording in reports and records	
Confidentiality of Records;	
Visitor Identification and procedures;	
Privacy of personal information – students, families, peers	

CHECKLIST –LEGAL RESPONSIBILITIES

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	Following school policies;	
	Code of Conduct for Teachers;	

QUESTIONS FOR WHEN YOU START

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	Done	
	When to expect student's materials and text to arrive.	
	Payroll procedures and schedules	
	Entering and leaving the school grounds – process?	
	Security of the classroom – lock it when you leave every time, including lunch?	
	Where can you find data information on your students.	
	Find out any student's health, legal, special needs or medical issues.	
	Procedures around volunteers in the school.	
	When you are sick or can't attend school, who do you contact.	
	Where to login for school curriculum or learning systems.	
	How to access and use photocopier – procedures + policies	

CHECKLIST – FOR TERM 1

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	Gets of scope + sequence for each KLA (mentorship program has them available from prep to year 6)	
	Can you access previous school reports on your students	
	Find out if there is school timetable for KLA	
	Term 1 important dates	
	Special Needs students, contact parents	
	Access last year's IEPs for special needs students	
	Find out dates and process for mid year and end of year assessments/reports	
	Find a mentor within the school (observe and don't jump on 1 person... choose wisely)	
	Ask for help when you need it (ignore your bully brain)	
	Meeting your students' parents + meet the teacher evening.	
	Payroll Info for you (complete with Principal)	
	Staff Timetables and Rosters	
	Procedures for parents or volunteers in school	
	Are there specialist teachers and / or rooms (technology, language, arts, library)	
	What are my school's expectations around planning ?	
	Can I access the curriculum / syllabus documents and planning templates/documents?	
	When do I need to submit documents for planning, timetables, policies,... ?	
	What is the process for if I am injury or there is an incident with a student ?	
	Do I know how to seek a leave request ?	
	What do I need to do for ensuring my classroom is secure at all times ? Process is ? Keys???	

CHECKLIST – FOR TERM 1

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Does the furniture in my room cater for all the needs of my students appropriately ? Who do I talk to about this and where do I access other furniture ?	
Who do I seek extra support from, when I would like more background info on my students ?	
Am I well organised each day ?	
Am I storing digital resources in an efficient way ?	
Do I have school events calendar including meetings.?	
How does parent teacher evening and meet the teacher night occur ?	
When are these events?	
What is the process for school reports and IEP's ?	
What is the process for students with special needs ?	
Which events am I expected to attend and be involved in ?	
What is the school policies around late arrivals and early leavers in my classroom ?	
What are the playground rules ?	
Do I know the emergency process for evacuate and lock down procedures ?	
Who is my first point of contact in a n emergency ?	
What is the school wide procedure for reporting an incident around behaviour and communicating with parents ?	
What is the 'in school' communication system and what are the protocols ?	
What is the assessment policy for late and non submission for students ?	
Have I explicitly taught routine and expectations and procedures with my class ?	
Have I set professional goals for the year ?	
Have I got a plan for feedback and time with a mentor ?	

CHECKLIST – FOR TOMORROW (HOME)

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	Done	

CHECKLIST - FOR TOMORROW (DESK)

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URGENT ATTENTION	Done	

