

Develop an induction checklist

Establish a clear set of actions to guide induction.

- ✓ The teacher aide job description matches the knowledge and skills of the teacher aide.
- ✓ The roles of teachers and teacher aides are clearly defined.
- ✓ The teacher aide has an induction to the school that includes introductions to key people, to policies such as the policy on confidentiality, and to resources, classrooms, playground areas, and rules.
- ✓ The teacher aide's initial and ongoing professional learning programme is planned.
- ✓ Ongoing appraisal and feedback systems are set up for teacher aides.
- ✓ Communication systems are agreed.
- ✓ A process for inducting teacher aides into the classroom is agreed with teachers.

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