

**TEACHER
TIPS**

Outstanding organisation

**A STEP-BY-STEP GUIDE
FOR NEW KS1 TEACHERS**

Hi there

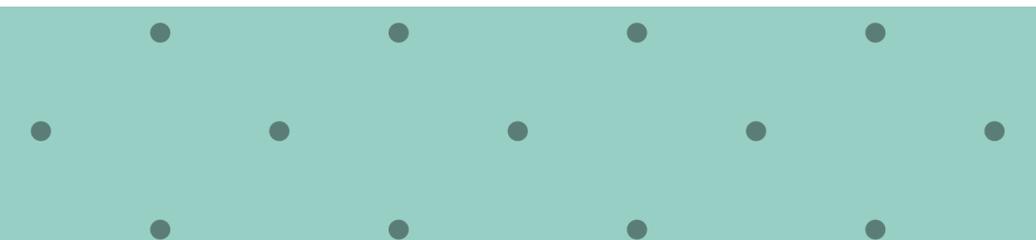
Firstly, I'd like to say a huge thank you for downloading my first guide!

I have put together my favourite tried and tested tips into a handy checklist to ensure success in getting organised for a new class at the start of a new year.

Congratulations on your new job!

Wishing you every success.

- *Laura*



Classroom

MUST

- Organise children's trays and peg labels
- Display alphabet and 100 square
- Have a visual timeline
- Have a selection of Maths manipulatives readily available
- Have an inviting reading area

SHOULD

- Have a poster to display absentees
- Have a dedicated writing area or travel boxes.
- Display phonics sounds
- Have Maths/ English/ Topic working walls
- Put up a word wall that the children can add to

COULD

- Display a classroom timeline
- Make little pictures of the children to put on display with their work.
- Display a world map to pinpoint places children have been to
- Prepare appropriate continuous provision games
- Theme your classroom e.g. by colour or pattern, animal, film, book.

Planning

MUST

- Identify the difficult point of the lesson to avoid misconceptions.
- Consider all learners needs - stretch and challenge or support
- Be simple! A detailed plan does not necessarily mean the best lesson
- Follow your school scheme - check your school policy
- Be coherent. Small steps that build on one another are essential.

SHOULD

- Have a folder for printed planning to give to your TA.
- Be a working document. Expect to deviate from the plan!
- Be reflected on after each lesson so the next lesson builds on it smoothly.
- Include links to other areas of the curriculum.
- Include a section dedicated to how you will teach the new vocabulary for that session

COULD

- Put all lesson resources for one lesson in the same folder
- Be organised by naming folders by number
e.g. *01 Reading, 02 Maths*
- Printed plans could be organised in a presentation folder rather than a folder or file.
- Evaluate with sticky notes - ask your TAs to use sticky notes to evaluate their group work too.
- Plan to include co-operative learning strategies.

Self-organisation

MUST

- Familiarise yourself with your school policies.
- Meet deadlines!
- Have copies of class lists to hand (first names only)
- Follow up with parents in a timely fashion if they have requested something.
- Set yourself a time to leave school and stick to it.

SHOULD

- Look through plans the day before teaching them.
- Keep folders organised in subjects for CPD notes from meetings.
- Should not write items on to-do lists that will have zero impact.
- Develop a daily routine. Include marking time somewhere in your day.
- Commit to getting jobs done as and when they crop up.

COULD

- Use a small diary to map out your to-do list or use calendar blocking on Google Calendar.
- Have a pencil case dedicated to marking materials - including your own gluestick!
- Use the Eisenhower Matrix to decide on the order to get jobs done.
- Plan your outfit and make your lunch the night before. This reduces decision making.
- Listen to podcasts on your way to work to develop your CPD.

Self-care

MUST

- Put yourself first.
- Keep an open mind.
- Ask for help. No question is a silly question.
- Be prepared to make mistakes...and then learn from them.
- Team up with others in school or reach out to people on social media in your year group.

SHOULD

- Do not obsess over social media content. Live in the real world in your own life!
- Do not commit to more than you know you can do! You can say no!
- Put your physical health first - make time for exercise each day.
- Do not have email notifications turned on on your phone.
- Do not snooze in the morning - don't do it to yourself!

COULD

- Decide how you will deal with situations - bag it, leave it or bin it.
- Remember GAG and SUMO! Shut Up and Move On and Get A Grip.
- Treat yourself! We all need a little retail therapy.
- Train yourself to be consistent. It's key in many aspects of your school career.
- Join in with or start a well-being initiative e.g. send a hug in a mug, start a staff yoga club or brew up!