

Team 1: Team Teaching Checklist

BEFORE SCHOOL

Teacher
1

Teacher 2

Notes:

Update visual timetable

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Update maths activity timetable

Display weekly / reading&writing / maths planning

Ready Must do / Can do charts e.g. turn tv on and initialize apple tv sharing

Check photocopies and resources are ready for the day

Notes for outside whiteboard - upcoming events, comment to children, welcoming children to school/visit

Turn computers on

Put whiteboard and water tray outside



Something I want to achieve today is ... / I would like to work on today.

WELCOMING CHILDREN

Write any abnormal pickups on the teaching whiteboard

Write any children who are having a bought lunch on the teaching whiteboard

Any interesting information about a child that is relevant for the day?



Any interesting observations or information for a child's 'next steps' getting organised in the morning / relevant information from a parent/guardian regarding a child's learning?

DURING ROLL

Teacher
1

Teacher
2

Notes:

Email the office with present / absentees

Move the library pillows, ready for phonics

AT THE BEGINNING OF LESSONS (ADDITIONAL TEACHER)

Set up and organise Must do / Can do's / resources
for the lesson

Is there any child who needs support / reassurance /
help sitting on the carpet?

Is there a child who needs to catch up e.g. missed
reading due to ESOL, if appropriate

time to take



Any interesting observations or information of a
child?

AT THE END OF A LESSON

Clear away resources / activities used

How did the lesson go? (points to take into
consideration when planning next time etc)

Any child need more of a challenge? What should
their next steps be? How can we support this?

Any child find too difficult? What should their next
steps be? How can we support this?

PACKING UP AT THE END OF THE DAY

Teacher
1

Teacher
2

Notes:

Stack chairs

Reading folders - is there anything to go home?
(Letters, Focus Books, Friday - tray clear out)

Any information to pass on to parents? e.g. hit head,
celebration, concern

Reading folders to space on carpet

Water bottles

Bags and items from cloakroom - check it's empty,
including rubbish

Bags packed, zipped and underneath a table

Children do their buzzy bee jobs

Teaching assistant and maths bag

Any information for children for following day?

Goodbye song and goodbyes

1 teacher to call names of children whose pickup is
waiting, focus on children going home with correct
person

2nd teacher to make contact with parents regarding
passing on specific information

AT THE END OF THE DAY

Teacher
1

Teacher
2

Notes:

Stack chair Clear away resources / activities used so tables, whiteboard areas, bookcases etc are empty

and set up for following day (check everything is back in it's place, tidily, including putting lids

on playdough, correct number of pencils / whiteboard pens distributed, cleaning art supplies)

Wipe down tables

Any information to record on a specific child, general information or their progress?

- I found out ... / I noticed that ... / I saw a pattern ...
- I'm worried that ... / I'm concerned about ...
- I was excited when... / It was positive when ...
- I wondered if ... / I thought ...
- It was hard but I managed ... / I used to but now I ...
- It was satisfying when ... / It was successful when ...
- I explained ... / I estimated ...
- Today I tried ... / A strategy I tried was ...
- It felt great about ... / I was pleased with ...
- Something I need to remember is ... / Something I wan tto discuss is ...
- Next time I want to ... / I was like to try ...

Any changes to make to following day's plans?

Any classroom jobs to do?



Notes: