



ITLS INTERNATIONAL TEACHERS FOR TOMORROW'S SCHOOL

SYSTEM CHANGE AS AN OPPORTUNITY FOR INTERCULTURAL
SCHOOL DEVELOPMENT AND MUTUAL LEARNING

Welcome checklists for new international teachers

Abstract:

You are expecting new (international) teachers at your school. The questions in this collection can make it easier for them to settle in. The questions can serve as an orientation for new teachers at their school. And for you as a mentor, principal or teacher already working at the school for a long time they can be a reminder of whether you have thought of everything when introducing the new colleagues to your school.

Of course, the questions can be supplemented or modified so that they take into account the specifics of your school and the local situation.

The checklists can be expanded, modified and supplemented. They are inspired by the checklists in the *Teachers Plus* portal.

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to welcome
international
teachers and
facilitate their
orientation at their
new school

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Welcome checklists for new international teachers

Have I thought of everything? What does the new teacher need to have/ to know?	Done
School key, mailbox, email account, their own place in the staff room	
Notification of illness and absence, substitution regulations	
How to get the timetable, an overview of the classrooms, an overview of the classes	
What regulations apply to the supervision of students?	
Who can the new teacher contact with their questions?	
Who can the new teacher contact in case of conflicts or emergencies?	
Exchange of contact details (mobile phone number, email address)	
Data protection agreement, service regulations, school rules	
Regulations on infection prevention	
Other:	

Who does the new teacher need to know?	Done
Principal	
Teachers	
Teachers teaching same subjects	
School social workers	
Employees in the field of inclusion	
Office staff	
Caretakers	
Is a guided tour of the school possible to get to know the school buildings, the team, the work areas etc.?	
Is it possible to sit in on classes with colleagues of the same subject?	
What other possibilities for cooperation exist?	
Other:	

What do I want to know about the new (international) teacher?	Comments
Teacher training	
Work experience	
Preparation for the teaching profession in the country of residence	
Subjects, favourite subject	
What is important to her/him about her/his job?	
What are personal preferences, hobbies, and other things the teacher might want to share, such as marital status?	
Can a personal profile with a photo etc. make it easier for the new colleague to introduce herself/himself and to settle in at school?	
Other:	

What does the new teacher need to know content-wise about the work of the school?	Comments
Is there a school programme, a specific school profile, special priorities?	
What structures of cooperation are there: across the school, in the subject, in the classroom, inter-professionally?	
What resources and structures of support are there in the classroom: team teaching, support staff for inclusion etc.?	
Are there common rules for classroom management?	
How can the new teacher be prepared for the specifics of some classes?	
How can the new teacher be prepared for working with parents?	
How does the new teacher acquire textbooks and teaching materials?	
What is the media equipment like in the classrooms? Is an introduction needed on how to use various technical media?	
Is there a staffroom for the preparation of lessons and meeting colleagues?	
What needs to be considered in the area of service and infrastructure?	
Other:	