A large, light pink brushstroke graphic serves as a background for the central text. The stroke is thick and textured, resembling a hand-painted shape that roughly outlines the text area.

BEGINNING TEACHER PACK **CHECKLIST PACK** + **WELLNESS PLANNER**

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

BEGINNING TEACHER CHECKLIST + PLANNERS

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This free set of checklists and planning documents are from 2 products... (1) Digital Kit (2) Mentoring Program

[Ultimate Teacher Organisation Kit](#) \$59 over 80 teacher tools and documents to save you hours of time and get you organised.

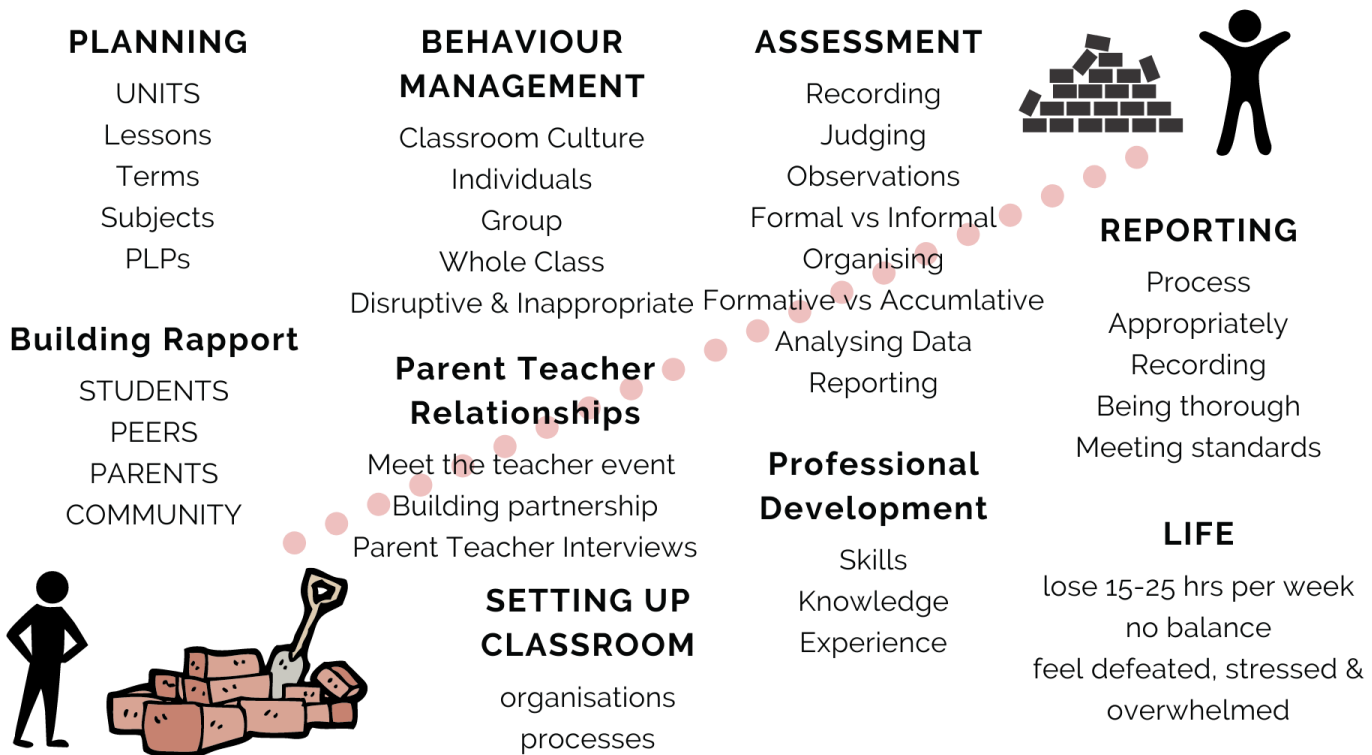
[Ultimate Teacher Mentorship Program](#) (free inside)

INCLUSIONS WITH YOUR 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 – In preparation for term 1
- Checklist – Questions to ask when you start
- 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 – the first few weeks in
- Checklist – template priority list
- Wellness Wheel Assessment
- Health Planner

YOUR TEACHER LIFE...

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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

CHECKLIST – PERSONAL ORGANISATION

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	Set up your planning folder	
	Set up for assessment + reporting	
	Page a day blank diary	
	Set your purpose, goals and mission for 2021	
	Flexible routine for your week	
	Nutrition plan and wellness plan	
	Organise your teacher clothes for a week	
	Stress management plan	
	Wheel of Life	
	Gratitude journal	
	Financial budget	
	Social Life – plan to see friends / family	
	Practice driving to the school in traffic and have more than one route to the school, in case of traffic	

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,	

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 (will teach you)	
	Design projects (got you covered)	
	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	

SUGGESTED ACTIVITIES FOR WEEK 1-4

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	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 out 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	

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 I T 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	

CHECKLIST – THINK ABOUT FOR TERM 1

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	Gets of scope + sequence for each KLA	
	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	
	Staff Timetables and Rosters	
	Procedures for parents or volunteers in school	

QUESTIONS FOR WHEN YOU START

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[illegible]

NAMES + CONTACTS

Savvy Teachers Club | Ultimate Teacher Mentorship Program

[illegible]

CHECKLIST

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THE FIRST
Savvy Teachers

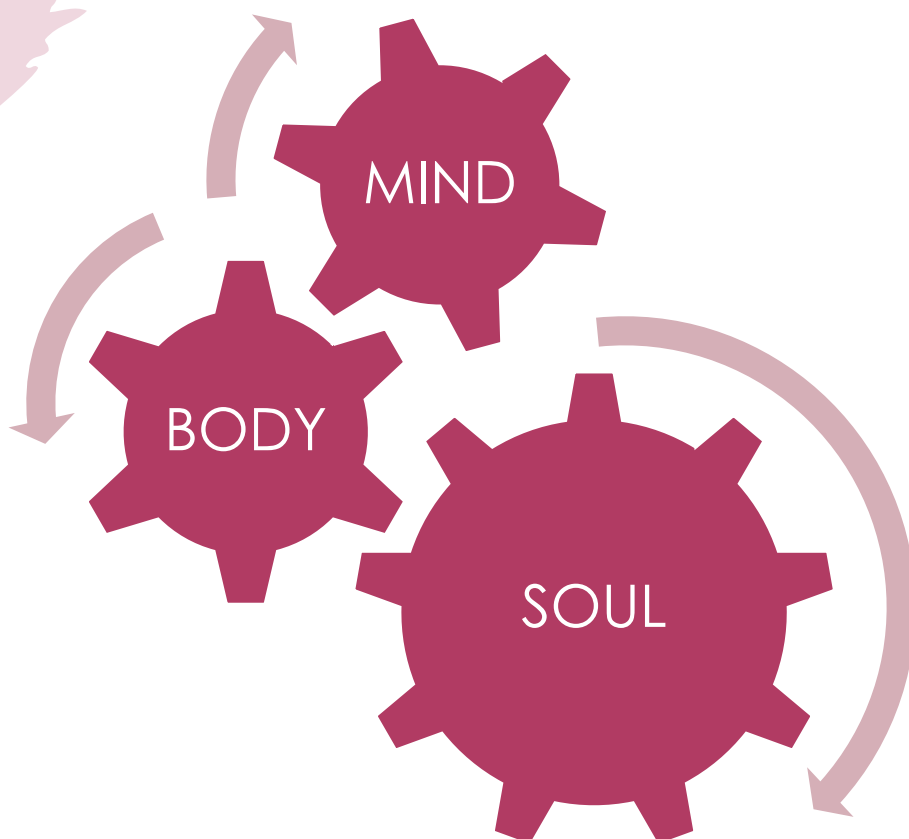
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CHECKLIST

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WELLNESS PLANNER

Rachel Mac | © Ultimate Mentoring Program | Savvy Teachers Club



HOW ARE YOU LOOKING AFTER YOUR MIND, BODY + SOUL

I have included a few tools and strategies that I share with those in my mentoring program, so you can start to set yourself up for success and give yourself the best opportunity to have a rewarding year.

The best strategy and prevention plan, is to avoid teacher burnout. This is your #1 issue to deal with as a new teacher. I bring it to all beginning

teachers' attention that I meet, to raise awareness around this serious issue that you will face and gift this kit to help you take action, so you begin your career with a high level of awareness and resourceful strategies that should lead you to a rewarding and fulfilling year.

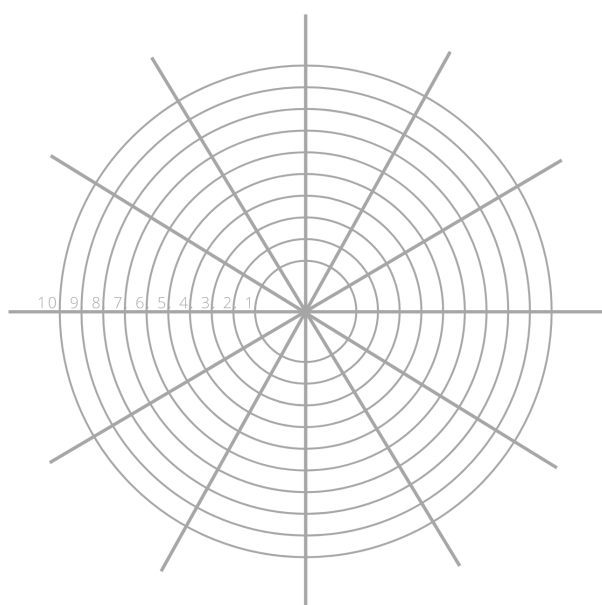
I trust this helps you and should you love the full organisation kit for Managing your teacher life, you can grab all 90 tools via this link

<https://www.boosteducation.com.au/product-page/ultimate-teacher-organiser-kit>

Health + Wellness WHEEL

MANAGING YOUR HEALTH + WELLNESS NEEDS TO BE PART OF YOUR STRATEGY WHEN PLANNING YOUR YEAR AHEAD TO PREVENT BURNOUT....

I will reflect + use this wheel each term or when I am feeling out of balance. Stress shows up for everyone differently. Usually, it is due to a lack of balance somewhere in your life. The aim of this exercise is to visually see where you are not balanced.

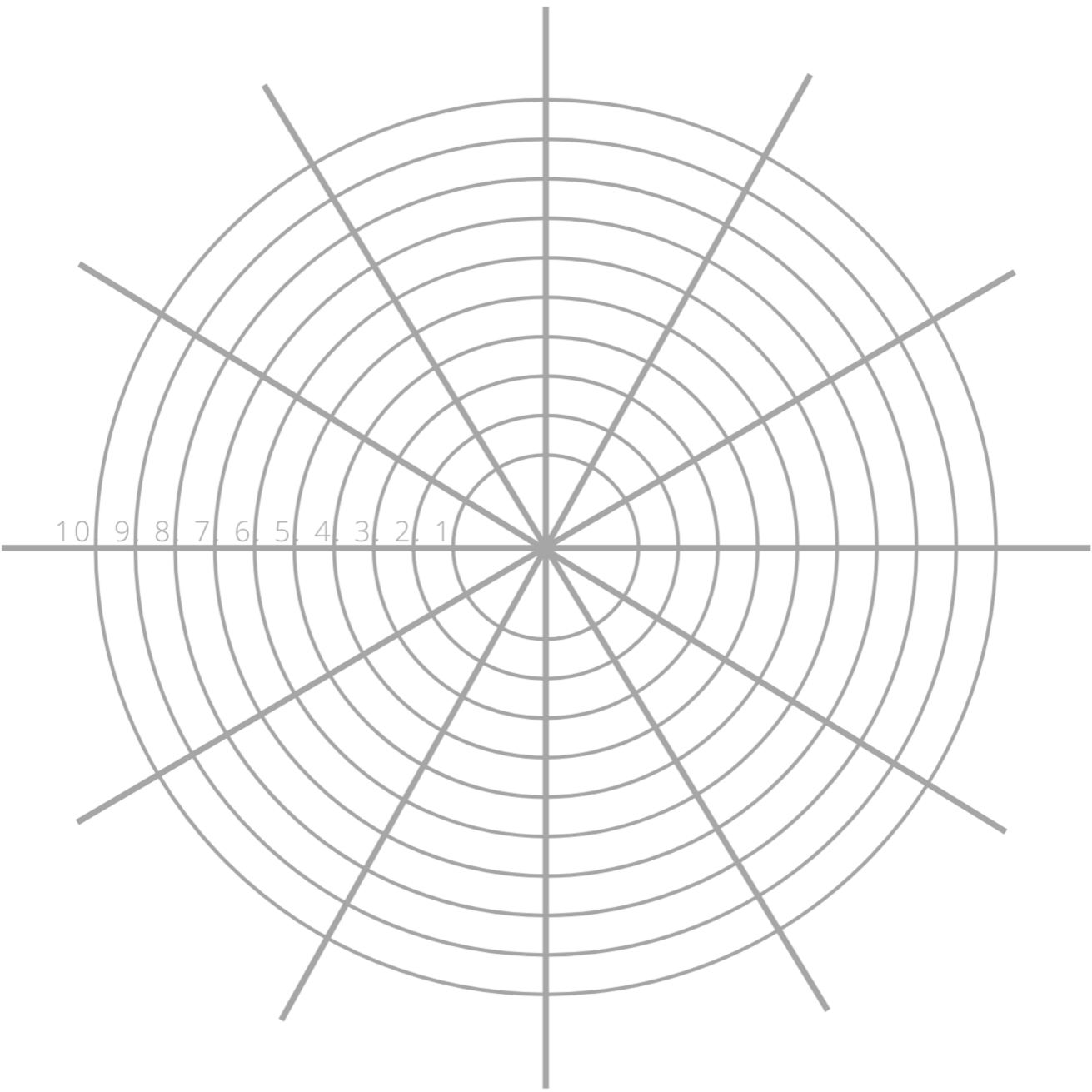


HOW TO USE THE WHEEL EFFECTIVELY...

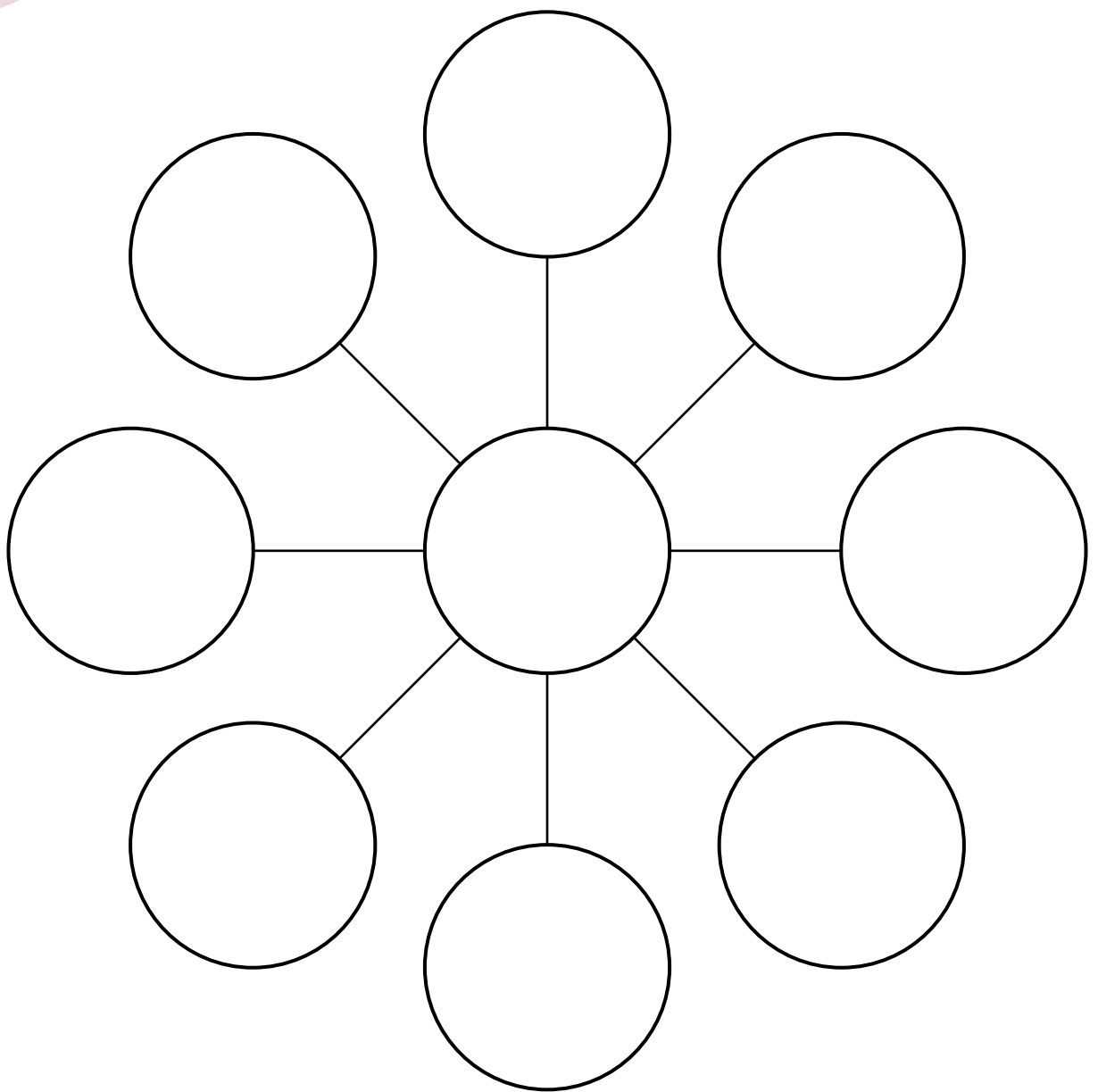
- Label each area that you feel is important for your life. I will provide my clients or mentees with an example for my own life and allow them to alter it to suit their needs BUT there maybe areas to consider that they haven't before, which is causing the stress or out of balance feeling!
- Colour each area to a level out of 10, with 10 being the best I could ever dream... perfect.
- Label areas using: career, growth, finances, family, relationships, mindset, communication, exercise, nutrition, adventure, friendships & dreaming.
- Those areas that are closer to the centre, require more attention, so you feel balanced.

HEALTH + WELLNESS ASSESSMENT WHEEL

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WELLNESS PLANNER



MONTHLY WELLNESS PLANNER

T	MONTH:					YEAR:	
WEEK	M	T	W	Th	F	S	S
	M	T	W	Th	F	S	S
	M	T	W	Th	F	S	S
	M	T	W	Th	F	S	S
	M	T	W	Th	F	S	S
NOTES							

MONTHLY WELLNESS PLANNER

T	MONTH:					YEAR:	
WEEK	S	M	T	W	Th	F	S
	S	M	T	W	Th	F	S
	S	M	T	W	Th	F	S
	S	M	T	W	Th	F	S
	S	M	T	W	Th	F	S
NOTES							

WELLNESS PLANNER



WELLNESS PLANNER

