**Teacher encounters   
A practical checklist for schools and colleges**

Once you’ve decided what sort of teacher encounter you are engaging with, you may find it helpful to think through the steps to ensure a placement is a success and teachers are supported and prepared for the encounter.

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| **Practical things to consider to prepare for the encounter** | | |
|  | **Notes** | **Complete** |
| Is there any school paperwork or process required to enable a teacher to undertake an off- site employer visit? |  |  |
| Do you need to check the employer has appropriate Public Liability Insurance? ​ |  |  |
| Who will be the primary and secondary contact within the school for any emergency? Has this been shared with the employer? |  |  |
| Will the employer require any individual details before the encounter (in the case of security, access, or parking requirements etc) |  |  |
| Do you have a back up plan in the case of sickness or absenteeism? |  |  |
| **Information to provide ahead of time** | | |
| Will the teacher(s) need a school badge/identification? |  |  |
| Transport, parking, building access information and lunch arrangements​ (e.g. is there a canteen?) |  |  |
| Details of a nominated contact person​ at the employer and within the school/college. Expectations and processes regarding any inability to attend on the day. |  |  |
| Start and finish times​ (ideally, you’ll provide a timetable/agenda) |  |  |
| Any dress code |  |  |
| Any materials or equipment the teacher should take. Remember the employer may be interested in understanding elements of the curriculum, what a scheme of work looks like or any general information about the school. Teachers may want to be able to capture notes or thoughts that can be cascaded back in their institution. |  |  |
| Ensure there is reflection time planned into the timetable for teachers to write up notes or undertake actions, as this may be difficult when they return to a full timetable |  |  |
| **Expectations and preparation of education staff** | | |
| Communicate a clear understanding of the aims of the encounter, responsibilities and expected outcomes |  |  |
| Provide education staff with any pre read information about the employer or linked in profiles of any key members of staff they will meet |  |  |
| Provide any materials the attendee may need to capture any specific outcomes from the encounter – eg case study template, form for you to capture any benefits or impacts or quotes etc |  |  |