

Planning initial contact – a guide

Thinking through your initial contact is really important as first impressions are often lasting. Make sure you are composed and have questions ready to ask as well a way to record any notes you need to make.

Don't expect to have a long conversation during this initial contact. Principals are very busy people and may not be able to discuss your appointment in detail when you call. You may need to make an appointment to ring the principal or a delegated staff member nominated by the principal, at a more convenient time.

1. Introduce yourself

Give a little bit of background information about yourself. Where you are from; where you trained as a teacher; your particular interests/expertise, etc.

2. Explain the purpose of the call

3. Find out:

- if the school has an orientation day/meeting

(Ideally, arrange a time when you will visit the school prior to commencement on duty. If you have been appointed to a rural/remote location that involves travel, arrange to arrive prior to your commencement date so that you can visit the school for an orientation session. If you are commencing at the beginning of the year, this orientation visit could occur prior to the end of the previous year).

- the class /stage you will be teaching (primary teachers)
- the classes you will be teaching and the faculties you will be working in (secondary teachers)
- how many staff teach and work at the school
- how to get to the school by car/public transport
- school times (arrival, class commencement, morning tea, lunch, departure)
- parking facilities
- any information or paperwork you need to provide to the school
- other (as required).