

# English Banana.com

## Schools

Documents you will Find in an English Teacher's Course File

**To create an English Teacher's Course File you will need:**

x1 large lever arch file

x20 coloured dividers

Tip: put the material for each heading behind a different coloured divider

(INCL) = document is included in this pack

(OPT) = document is optional

### Register & Group Profile

Register (INCL)

Class Attendance Chart (INCL)

Temporary Register (OPT)

Student Enrolment Forms (INCL)

Course Record Form (including Group Profile) (INCL)

Quick Reference Form – Students (INCL)

### Correspondence with Employer

Teacher's Timesheet(s) (OPT)

Information for teacher – e.g. staff hierarchy, how to get paid, hours, salary, overtime, etc.

(OPT)

Payroll Claim Forms (OPT)

Teacher's Letter of Appointment (OPT)

Teacher's Contract (OPT)

Other correspondence from employer to teacher (OPT)

English Teacher's Job Description (INCL)

Application for Employment (INCL)

Overtime Claim Form (INCL)

Expenses Claim Form (INCL)

Leave Request Form (INCL)

### Correspondence with Students

Letter-Headed Paper (INCL)

Compliments Slips (INCL)

Letter Regarding Non-Attendance (INCL)

### Scheme of Work (at the appropriate level/s)

Scheme of Work – Beginner and Elementary Classes (INCL)

Scheme of Work – Intermediate Class (INCL)

### Lesson Plans

Lesson Plans (with evaluations completed) (INCL)

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A copy of every worksheet or resource used in every lesson (OPT)

List of materials and websites used in lessons (for future reference) (OPT)

### Lesson Observations

Teaching & Learning Observation – Report (INCL)

Teacher's Post-Observation Self-Evaluation Form (INCL)

### ILPs (Individual Learning Plans)

Individual Learning Plan – Learning Agreement (INCL)

Individual Learning Plan – Activity Record (INCL)

Completed ILP for each student

Sample ILP/s (OPT)

### Initial Assessments

Initial Assessment – Reading & Writing – Page 1 (INCL)

Initial Assessment – Reading & Writing – Page 2 (INCL)

Initial Assessment – Reading & Writing – Page 3 (INCL)

Initial Assessment – Speaking & Listening (INCL)

Initial Assessment – Reading & Writing – Marking Guide & Key (INCL)

Initial Assessment Forms (completed by students and assessed)

Student Self-Assessment Forms (INCL)

### Course Induction

Student Induction Form (INCL)

Name Badges / Stickers (INCL)

How to Get Here – School Map (INCL)

Class Rules (INCL)

### Diagnostic Assessments

Diagnostic Assessment Forms (completed by students and assessed) (OPT)

*Note: a diagnostic assessment is a further skills test which is given to a student, if required, after the initial assessment and after they have started the course. Its aim is to provide the teacher with further information about the student's skills, as well as to test for special learning needs, e.g. a dyslexia need. Various diagnostic assessments are available, but at present there isn't one included in this pack.*

### During the Course

Withdrawal / Completion Form (INCL)

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### **IAG (Information, Advice & Guidance) / Student Support**

IAG – Referral Forms (OPT)  
IAG – Scheme of Work (OPT)  
IAG – Lesson Plans (OPT)

### **Course Information**

Advertising Material (OPT)  
School / Course Brochure (OPT)  
Class Poster 1 (INCL)  
Class Poster 2 (INCL)  
Class Poster 3 (INCL)  
Class Poster 4 (INCL)

### **Examinations**

Information about examinations (for students) (OPT)  
Practice Assignments (OPT)  
Tapes / CDs / mini-discs for exams (blank) (OPT)  
Live Assignments (OPT)  
Certificate of Achievement 1 (INCL)  
Certificate of Achievement 2 (INCL)

### **Progression Routes**

Diagram of progression routes for students (at all levels) (OPT)  
Course Brochures (for other schools/colleges/universities) (OPT)

### **End of Course**

Withdrawal / Completion Form (INCL)

### **Evaluations**

Feedback Form – During the Course (INCL)  
Resources Questionnaire (INCL)  
Feedback Form – End of Course (INCL)  
Teacher's Evaluation – End of Course (INCL)  
Course File Document Checklist [this document] (INCL)