

Teacher Encounters Toolkit

This document is a guide designed to help you plan successful visits and get the most out of Teacher Encounters. Use this guide as a starting point for discussions, gathering information and planning.

Contact details

Accurate and timely communication is vital to the success of Teacher Encounters.

Gather the following information and keep it to hand:

Teacher details:

Teacher name:
Position / job title / subject specialism:
Email address:
Contact phone number:

School details:

School name:
School address & postcode:
Main school number:
Careers team contact name:

Company details:

Company name:
Address for company visit & postcode:
Company contact name:
Company contact phone number:
Company contact email:

Preparing for the teacher visit to the company site

In addition to gathering contact details, these matters also need to be considered when setting up a teacher visit. Not all matters will be relevant to every visit but it is useful to be aware of all potential issues:

	Location for visit
	Date for visit
	Timings for visit
	Activities plan
	Visit details communicated to careers lead / colleagues
	Visit details communicated to Teacher Encounters
	Visit details communicated to company colleagues
	Trip / visit authorised
	Reception aware
	Cover requirements
	Transport / parking arrangements
	Accessibility requirements
	Security / Safeguarding requirements
	Health & Safety arrangements
	Childcare arrangements
	Lunch / refreshments arrangements

Preparing for the company visit to the school

In addition to gathering contact details, these matters also need to be considered when setting up a company visit to the school. Not all matters will be relevant to every visit but it is useful to be aware of all potential issues:

	Location for visit
	Date for visit
	Timings for visit
	Activities plan
	Visit details communicated to careers lead / colleagues
	Visit details communicated to Teacher Encounters
	Visit details communicated to company colleagues
	Trip / visit authorised
	Reception aware
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	Transport / parking arrangements
	Accessibility requirements
	Security / Safeguarding requirements
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	Childcare arrangements
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Getting the most from your visits - before you go

Prior knowledge

- What can you find out about the place you are going to visit? Use public sources of information, such as LinkedIn, company websites, Get Information About Schools, etc to find out more before your go.
- What do you already know about careers linked to your subject specialism or in your sector? What careers advice did you receive in the past that may have led you to where you are now?
- What do you understand by the terms “green skills” and “climate justice”?

Goal setting

- Think about what you would like to set as goals for your participation in Teacher Encounters.

For example, do you want to feel better prepared for careers conversations with students? Do you want to gather real-life examples of how people are using subject content in their careers? Do you want to engage with diverse role models and communities? Do you want a better understanding of what green skills are and how they are deployed?

- Discuss your goals with colleagues. Write them down.

Think about what change you'll expect to see in your practice following the visits. What do you hope the short and long term outcomes will be?

- Discuss your goals with your visit host, and see if there's time in the day to include an activity to specifically address them.

Getting the most from your visits - action planning

Writing and submitting an action plan is the final activity for Teacher Encounters. Producing an action plan makes it more likely that you will make use of the experience of Teacher Encounters.

Your action planning will be more effective as CPD if you establish a method whereby you can monitor and record your own performance. This type of recording and self-monitoring helps you to pay specific attention to your actions and the effects of these actions.

Action plans help the project team to assess the impact of the programme, and are required for the teacher release payments to be made to the school. Please submit your action plan to the project team by the date requested to ensure the school receives funds in a timely manner.

The following will help you reflect on your action plan during the visits. You will prepare the action plan itself on a separate form.

Outcomes

- How will you know that Teacher Encounters is having a tangible impact on students' careers awareness linked to specific subject areas?
- How will your colleagues and organisation benefit? What changes will they notice?

Future plans

- What activities will take place in the future as a result of this Teacher Encounters relationship?
- How do these activities help to achieve the outcomes you want to see?