

TRAINEE TEACHERS

POLICY

Rationale:

- Our school recognises the opportunities and rewards that can be achieved through our involvement in the trainee teachers program, and also recognises the responsibility and duty schools have in the development of future teachers. We therefore seek to be active participants in trainee teacher programs whenever practicable.

Aims:

- To provide opportunities for trainee teachers to work at our school, and to benefit from our advice, experience and suggestions.

Implementation:

- The Principal will be responsible for the coordination of the trainee teachers program.
- The Principal will also be the point of contact between the school and the tertiary provider.
- The Principal will welcome trainee teachers to our school, and will provide them with an appropriate familiarisation induction which will include the physical layout of the school, dress codes, time of attendance, duty of care, attendance at meetings, absence procedures, emergency drills and key contacts.
- The Principal will seek expressions of interest from staff regarding trainee teacher supervision, and, after consulting with the principal will appoint trainees to staff members according to the experiences sought by the trainee teacher and the skills and abilities of the potential supervising staff.
- Supervising teachers will be made aware of the trainee teacher's needs and will support them in their endeavours.
- Supervising teachers will provide trainee teachers with constant feedback, clear advice, guidance and accurate performance reports.
- Trainee teachers will be considered and treated as full staff members and will have the same access rights and privileges afforded regular staff members.
- A member of the principal class will observe each student teacher whilst they are conducting a lesson and provide feedback, and the principal will speak to the student teachers about the school in general, including its organisation, its goals and its challenges.
- Any ongoing or significant performance or behaviour issues concerning a trainee teacher will be brought to the attention of the principal who may intervene. Concerns will be communicated to the tertiary provider via the school's trainee teacher program coordinator.
- Any payments made to the school for the supervision of trainee teachers will be passed onto the supervising teachers and coordinator once any costs incurred by the school are deducted.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

March 2015