

IPP2260 TEACHING GUIDELINES - Semester 2, 2024

The following schedule is a guide only and Mentor Teachers (MT) are encouraged to use their professional judgment as to how Pre-service Teachers (PsT) can best support student learning, while developing their own skills. Negotiating changes to the teaching load where the strengths or weaknesses of the PsT or the challenges of the class indicate that this is appropriate, are welcomed. It is appreciated that many events can impact on classroom timetables and the suggested teaching load may not always be possible. When the PsT is not taking responsibility for the learning/teaching program, including allocated DOTT time, they should support the work in the classroom under the direction of the MT.

STRUCTURE OF THE PROFESSIONAL EXPERIENCE

4 week Block Professional Experience [28th October – 22nd November 2024]

Interim Report Due:	Friday 8 th November 2024
Final Evaluation and Overall Results Form Due:	Friday 22 nd November 2024

RECOMMENDED TEACHING SCHEDULE – WEEK 1

It is most important that PsTs are provided with opportunities to observe lessons in all learning areas during the first week to better prepare for their own teaching.

Week 1 (Orientation to setting)	INDIVIDUAL PLACEMENT (1 Pre-service Teacher per classroom)	COLLABORATIVE PLACEMENT (2 Pre-service Teachers per classroom)
Mon 28th	<ul style="list-style-type: none"> Assist the MT and EA in all aspects of the program. Assist in the preparation and maintenance of the learning environments. Collate contextual information about the Kindergarten/Pre-primary and school. Discuss with the MT appropriate small group learning experiences to implement on days 4 & 5. Complete reflections as per the reflection guide. 	<ul style="list-style-type: none"> Assist the MT and EA in all aspects of the program. Assist in the preparation and maintenance of the learning environments. Collate contextual information about the Kindergarten/Pre-primary and school. Discuss with the MT appropriate small group learning experiences to implement on days 4 & 5. Complete reflections as per the reflection guide.
Tues 29th		
Wed 30th		
Thurs 31st	<ul style="list-style-type: none"> Plan, teach, evaluate, and reflect on <i>1 small group learning experience</i> per day. Day 4 complete a written reflection as outlined in the reflection guide. Become increasingly involved in all aspects of the program, assisting the MT and EA. Begin a purposeful collection of resources for Resource File 	<ul style="list-style-type: none"> Each PsT to plan, teach, evaluate, and reflect on <i>1 small group learning experience</i> per day. Day 4 complete a written reflection as outlined in the reflection guide. Become increasingly involved in all aspects of the program, assisting the MT and EA.
Fri 1st		

DOTT Time: Ideally, the Pre-service Teacher should have the same DOTT allocation as the Mentor Teacher and utilise this time to work on their planning in collaboration with the Mentor Teacher. The teaching schedule may need to be adjusted to allow for DOTT time.

FOLLOWING 3 WEEKS - RECOMMENDED TEACHING SCHEDULE		
	INDIVIDUAL PLACEMENT <i>(1 Pre-service Teacher per classroom)</i>	COLLABORATIVE PLACEMENT <i>(2 Pre-service Teachers per classroom)</i>
Week 2	<p>DAYS 1, 2 & 3</p> <ul style="list-style-type: none"> Plan, teach, evaluate, and reflect on <i>1 small group learning experience per day</i> on Day 1 and 2 and then <i>2 small group experiences</i> on Day 3, as well as incorporating incidental teaching as required. <p>DAYS 4 & 5</p> <ul style="list-style-type: none"> On Day 4 and 5, plan, teach, evaluate, and reflect on <i>1 small group and 1 whole group learning experience per day</i>. Full DOTT allocation. Continue to be involved in all aspects of the program, assisting the MT and EA. Assist in the preparation and maintenance of the learning environments. Continue to collect resources and materials for your Resource File. Discuss the Interim Report with the MT and file a copy. Together, set specific personal goals for the remainder of time. 	<p>DAYS 1, 2 & 3</p> <ul style="list-style-type: none"> Plan, teach, evaluate, and reflect on <i>1 small group learning experience per day</i> on Day 1 and 2 and then <i>2 small group experiences</i> on Day 3, as well as incorporating incidental teaching as required. <p>DAYS 4 & 5</p> <ul style="list-style-type: none"> On Day 4 and 5, plan, teach, evaluate, and reflect on <i>1 small group and 1 whole group learning experience per day</i>. Full DOTT allocation. Continue to be involved in all aspects of the program, assisting the MT and EA. Assist in the preparation and maintenance of the learning environments. Continue to collect resources and materials for your Resource File. Discuss the Interim Report with the MT and file a copy. Together, set specific personal goals for the remainder of time.

<p>Week 3</p>	<ul style="list-style-type: none"> • Pre-service Teacher to plan, teach, evaluate, and reflect on 2 <i>whole group learning experiences across the week</i>. • Pre-service Teacher to plan, teach, evaluate, and reflect on 4 <i>small group learning experiences across the week</i>, for example 1 small group experience each day. • Full DOTT allocation. • Be responsible for transitions between these experiences, as well as incorporating incidental teaching as required. • Assist in the preparation and maintenance of the learning environments. 	<ul style="list-style-type: none"> • Each Pre-service Teacher to plan, teach, evaluate, and reflect on 2 <i>whole group learning experiences across the week</i>. • Each Pre-service Teacher to plan, teach, evaluate, and reflect on 4 <i>small group learning experiences across the week</i>, for example 1 small group experience each day. • Full DOTT allocation. • Be responsible for transitions between these experiences, as well as incorporating incidental teaching as required. • Assist in the preparation and maintenance of the learning environments.
<p>Week 4</p>	<ul style="list-style-type: none"> • <i>Plan, teach, evaluate, and reflect on a morning or afternoon session each day (1-1.5 hours)</i> (PsT should alternate having morning and afternoon sessions). • Include a sequence of 2 whole-class learning experiences that are sequential and demonstrate a logical progression of content to show that assessment is informing planning. • Full DOTT allocation. • Be responsible for implementing regular routines and incorporating transitions for the session. • Assist in the preparation and maintenance of the learning environments. • Continue to collect resources and materials for Resource File. • Discuss Evaluation form with MT and file a copy in Professional Experience File. 	<ul style="list-style-type: none"> • Each PsT to <i>plan, teach, evaluate, and reflect on a morning or afternoon session each day (1-1.5 hours)</i> (PsT should alternate having morning and afternoon sessions). • Each PsT to include a sequence of 2 whole-class learning experiences that are sequential and demonstrate a logical progression of content to show that assessment is informing planning. • Full DOTT allocation. • Be responsible for implementing regular routines and incorporating transitions for the session. • Assist in the preparation and maintenance of the learning environments. • Continue to collect resources and materials for Resource File. • Discuss Evaluation form with MT and file a copy in Professional Experience File.

*** Please note: PsT will need to adjust the teaching schedule to suit the allocation of DOTT time.**