



## **STUDENT TEACHERS**

### **PROCEDURE**

#### **RATIONALE:**

Student teachers (Teacher trainees/teacher interns/pre-service teachers) are supported in our school.

#### **GUIDELINES:**

Students training to become teachers may spend time working in our classrooms and school.

They are supported by a selected associate, or tutor teacher, and the ITE (Initial Teacher Education) faculty lecturers.

Associate or selected teachers are responsible for:

- discussing and outlining classroom expectations and routines
- issuing information about the school, including providing access to the SchoolDocs policies and procedures website
- supporting student teachers to integrate theory and practice
- modelling classroom practice
- providing opportunities for student teachers to teach
- giving feedback and assessing school-based components of the programme following the ITE faculty guidelines
- mentoring student teachers as they develop their personal and professional goals.

Associate or selected teachers are also responsible for raising any concerns with the student teacher and discussing these with the principal, if necessary, as early as possible in the placement. If the concerns cannot be resolved through support and guidance within the placement, they are communicated to the ITE provider.

If a student teacher has concerns about their associate, they should raise these concerns with the principal and/or their lecturer or ITE provider.

At the end of the placement, the associate or selected teachers ensure that the student teacher has paid all dues, and returned all resources; and may consider seeking feedback from the student teacher about their time at school. The feedback can be used to inform the school's self review.

**Review Responsibility:** *Principal, DP*

**Date Confirmed:** 6 May 2021

**Principal:** *Karla Mitchell*