

Master of Teaching EMT512/522
Professional Experience 1
A Guide to Expectations

The first Professional Experience (PE1) in the Master of Teaching program provides pre-service teachers with the opportunity to become familiar with the school context and the work of a teacher. They will observe and begin to develop their understanding of teaching in practice. PE1 primarily involves active observation, discussions with the Supervising Teacher, and initial teaching experiences. PE1 is conducted over the course of 15 days, on a full-time basis.

What to do in the first five days

- Undertake *active observation* of teaching and learning practices, and the students within the classroom or learning space.
- Reflect, in writing, on the day's activities and what has been learnt about teaching
- Plan, implement and evaluate at least one learning activity for an individual student, and/or a small group of students.
- Take responsibility for delivering instructions to the whole group on at least one occasion
- Take responsibility for at least one small group activity or task. These may be activities/tasks planned by your Supervising Teacher.
- Under the Supervising Teacher's guidance, implement the school's positive behaviour support strategies.
- Plan several whole class lessons in consultation with your Supervising Teacher for implementation during days 6-10 of the placement (at least one lesson per day). You should plan for these lessons should be 20-30 minutes long.

The pre-service teacher is working towards teaching responsibilities equivalent to 1 day per week (20%) of a full-time teacher's load.

What to do during days 6-10

Continue as for days 1-5, plus

- Implement whole class lessons (1 or 2 per day of about 20-30 minutes, or the total lesson if appropriate) as planned in the first five days.
- Plan, implement and evaluate a whole class learning sequence (a series of 2-4 related lessons) in consultation with your Supervising Teacher.
- Complete 3 blocks (for example from the beginning of the school day until recess) of whole-class teaching time. Lessons from your learning sequence and your whole class lessons (above) may be included within these blocks.
- Undertake focused discussions addressing the Supervising Teacher's approach and plan for the differentiation that is designed to meet the diverse needs of students.

What to do during the final 5 days

Continue as for days 6-10, and undertake focused discussions on and/or engage in opportunities relating to:

- The provision of feedback for students;
- Formative and summative assessment of student learning;
- Assessment moderation, and
- The *protocols used for communicating with parents*.

Working towards teaching responsibilities equivalent to 2 days per week (40% of a full-time teacher's load)

Supervising Teacher: Complete the PE1 Final Report at the end of the 15 days.

Please note:

- Throughout PE1, pre-service teachers should engage fully in the life of the school, participating in staff meetings and professional learning opportunities, as well as joining in extracurricular activities as appropriate.
- Pre-service teachers must ensure confidentiality regarding information about the school, its students and personnel.
- It is expected that both oral and written feedback is provided by the Supervising Teacher, in a way that is agreed upon by the Supervising Teacher and pre-service teacher.
- The Supervising Teacher maintains a duty of care for the class at all times and should not leave the pre-service teacher/s unattended in the classroom for any period of time.
- Pre-service teachers are encouraged to adopt the instructional model and approach to planning supported by the Supervising Teacher/school. The University does not require the use of a specific template for planning or reflection.
- There is some flexibility around the timing of these expectations, depending upon the pre-service teacher's capacity to undertake increased responsibility in the classroom and the Supervising Teacher's /pre-service teacher's needs at that time. Ideally, pre-service teachers will have an opportunity to carry out each of the tasks listed above at a mutually convenient time within the placement.

Documentation

Throughout PE1, pre-service teachers are expected to maintain a comprehensive observation file and a reflection journal in a format that best meets their individual needs. These documents should provide a foundation for routine discussion with the Supervising Teacher and assessment of the pre-service teacher. In addition, pre-service teachers are expected to maintain a resource file including school policies and learning resources. Pre-service teachers are not required to submit lesson planning to the University. Files and documentation may be viewed if/when practicum visits are conducted by the University mentor, noting that University mentors only conduct school visits during PE1 when requested to do so by the Supervising Teacher or pre-service teacher.

Cautionary Advice Notice

If at any point during placement the Supervising Teacher, university mentor and/or pre-service teacher have concerns that one or more of the standards in the assessment report would not be met by the end of the placement, it is vital that the Cautionary Advice Notice (CAN) be completed in collaboration with the above parties, and returned to the Coordinator, Professional Experience as soon as possible. Doing so will ensure that appropriate support is provided by the School of Education staff for both the pre-service teacher and Supervising Teacher. The CAN form is also included in the initial documentation that is emailed to the school. For more details and to download the CAN form, see: http://www.utas.edu.au/_data/assets/pdf_file/0010/985510/Cautionary-Advice-Notification.pdf

Assessment

Pre-service teachers will be assessed against focus areas of the Australian Professional Standards for Teachers. The descriptors in the PE1 final report are reflective of the desired levels of achievement for a PE1 placement; we do not expect a pre-service teacher to perform at the 'Graduate Level' at this stage of their program. The PE1 Final Report is included in the documentation pack that is emailed to the school prior to the commencement of the placement. This report must be completed in full, with signatures, achievement indicated for all descriptors, and the number of days on placement confirmed. Written feedback from the Supervising Teacher and reflective comments from the pre-service teacher in the report is valuable. Please complete the report on the final day of the placement or as soon as possible after the placement is completed. The pre-service teacher takes responsibility to upload the interim and final report to the Education Professional Experience MyLO site (our learning management system). The Supervising Teacher, school, and pre-service teacher should keep a copy of the reports for their own records.

Course Structure

For more information on the Master of Teaching (Primary and Secondary) study pathways, see: https://courses.its.utas.edu.au/_data/assets/pdf_file/0018/233325/E7G-Master-of-Teaching-2022.pdf

Support and Contacts

The Professional Experience Mentor is an experienced educator who liaises between the University, the Education setting and the Pre-Service Teacher. Whereas the Professional Experience Office is responsible for the administrative and logistical aspects of the placement, the Professional Experience Mentor is the first point of contact for supporting the Pre-service Teacher and Supervising Teacher through the placement experience and assessment. Subject to the timing of placement arrangements being confirmed, the Professional Experience Mentor is generally allocated 2 weeks prior to the placement commencing and will contact the Pre-Service Teacher and Supervising Teacher via email prior to the commencement date to introduce themselves.

See 'Roles and Responsibilities' here: <https://www.utas.edu.au/education/professional-experience/support-for-supervisors>

For further contact information, see the website here: <https://www.utas.edu.au/education/professional-experience/contact-us>