

ASSOCIATE TEACHER – ROLE & RESPONSIBILITIES

Welcome the Trainee warmly.

Introduce to Senior Teacher, then students in class. (Introduce as “a Training Teacher coming into help in our classroom for 4 to 6 weeks”).

For Trainee

Day 1:

Helping incidentally in classroom. Makes notes of general routines.

Day 2 & 3:

Note specific routines for Language / Reading, Maths, P.E. and other subjects. (Help in classroom where needed). Observation lessons can begin.

Day 4 & 5:

Directed to help incidentally with a specific group. Observation lessons underway e.g. Handwriting and P.E. One group in Reading and one in Maths. Write it up and discuss with Associate Teacher (out of school time).

Week 2:

Begin other observed lessons so that all curriculum areas are covered. Begin prepared lessons in whatever area has already been observed. Associate Teacher must view planning before a lesson is taken. Discuss with trainee after the lesson (recess) and write up notes on points discussed. Story book reading can begin.

N.B:

Trainee may be capable of only planning for one or two groups in Reading or Maths (depending on year of training).

Week 3:

Plan for 2 groups in Reading / Maths for whole week. Plan other whole class lessons as stipulated in Practicum Information Booklet. General classroom assistance. Take roll call, story reading every day. (May be on full control but if all curriculum areas have not had at least one prepared lesson in Week 2, this cannot happen).

Week 4 and onwards:

As much full control teaching as they can manage capably. Associate Teacher must always be in a supporting role when this is happening. **The trainee must not take class out of Associate Teacher's view.**

Associate Teacher Role:

- Open and honest discussion with trainee and written notes on discussions of observed or planned lessons.
- Discuss objective of your lessons being observed **before** they happen so trainee can pin point specific teaching techniques.
- Assist trainee to find resources for lessons. Discuss fully with trainee.
- Share your records, share reasons for organisation / record keeping etc. Use all opportunities to assist trainees to self evaluate and critically reflect upon their learning and teaching.

E.g.:

What do you hope to achieve?

How will you do this?

How will your decisions meet children's needs?

What have you learnt that is new?

What would you do differently next time?

What does it tell you about your beliefs or planning?

- Write honest reports on the Trainee's work throughout the Practicum – University Report should be written fully and given to Principal **2 days before Trainee leaves.**