












## CHECKLIST FOR SUPERVISING TEACHERS

-  Organise a timetable of days of attendance with your pre-service teachers early in the round or before it begins (this applies to year 2 and 3 undergraduate students only, as they need to negotiate their days of attendance with you); students doing fifteen day placements MUST do them as a block.
-  Make sure your pre-service teacher has a 'Notes of lessons' folder - a folder in which to record their lesson plans and observation notes.
-  The report form and an accompanying memo for each pre-service teacher are sent to your school prior to the commencement of the professional experience placement. Make sure you discuss the report with your student teacher at the beginning of the round. This ensures that you are both clear about the expectations.
-  Check with your pre-service teacher about the specific requirements for the round and how they can be accommodated. These are made clear in the memo you have been sent from Deakin University.
-  Reflect on how your pre-service teacher can be exposed to a range of teaching strategies and have the opportunity to complete a wide variety of tasks and teaching experiences.
-  Discuss the pre-service teacher's performance with them after every lesson (and encourage them to make their own comments first before providing feedback); written feedback will give them an opportunity to reflect and improve.
-  Renegotiate any days that a pre-service teacher has missed over the course of the placement (students must complete the specified number of days for the particular placement).
-  Complete the report in consultation with your pre-service teacher.
-  Ensure the report is given to the Student Teacher Coordinator for them to forward to the Deakin University Professional Experience Office (Payment for supervision is paid once the reports have been received).
-  If a pre-service teacher is experiencing difficulties, let the Student Teacher Coordinator know and s/he will contact the Deakin University Professional Experience Office as soon as possible (not towards the end of the round and/or in the report) if the concerns are serious.
-  Ensure the pre-service teacher has a copy of the completed report.

**Report forms are available electronically by emailing a request to any of the Deakin University Professional Experience Officers (see contacts on page 4).**