

EASTBOURNE PRIMARY SCHOOL Supervision of Trainee Teachers Policy

The staff and community of Eastbourne Primary School welcome trainee teachers to undertake their qualification requirements at our school.

The Assistant Principal shares with Classroom Teachers the responsibility for trainee teacher supervision. The Assistant Principal is the contact between the school and the University of Teacher Training Institute.

Trainee Teachers at Eastbourne are to be at all times under the supervision of the Assistant Principal or other teacher. Trainee Teachers will not be allowed to be in sole charge of a class of children, nor will they be used to replace teachers who are absent or to free staff to perform other duties.

The classroom teacher supervising the trainee teacher will retain sufficient control of the class to protect the Crown for any negligence on the part of the trainee teacher.

All Supervising Teachers at Eastbourne Primary School will:

- Give students the opportunity to obtain an overview of our modern primary school at work.
- Involve students in the classroom situation as soon as possible in order that they may gauge their suitability for teaching.
- Provide students with experience in observing and working with children in a variety of educational settings.
- Enable students to establish rapport with children as individuals and as members of groups.
- Provide students with experience in teaching within the school program at different age levels.
- Provide students with opportunities to demonstrate competence in teaching skills and in the use of teaching resources across all Key Learning Areas.
- Enable students to use appropriate teaching strategies clearly related to the differing needs of children.
- Assist students in understanding their role as teachers and as members of the wider school community.
- Encourage students to evaluate their own teaching with a view to improving their overall effectiveness.

Eastbourne Primary School staff will report on all areas of the trainee's performance in accordance with the evaluation pro forma required by the Victorian Institute of Teaching.

REVIEW CYCLE

This policy was last updated February 2024 and is scheduled for review in February 2027