

TRAINEE TEACHERS AND STUDENTS

Rationale

We welcome trainee teachers and students in our school for the benefit of the trainees themselves, our pupils and staff and for the general enrichment of the teaching profession.

Key Benefits

Teachers:

- Develop a positive understanding of the needs of trainee teachers and students.
- Develop skills in observation and feedback.
- Develop skills in supporting colleagues.
- Enhance own teaching skills.

Trainee Teachers and Students:

- Develop understanding related to children's development.
- Practical experience in a classroom situation.
- An opportunity to enjoy working with children and colleagues.

Children:

- An opportunity to engage with a variety of teaching styles.
- A fresh outlook and approach.
- An opportunity to have the stimulation of working with someone new.

Parents/Governors:

- An opportunity to understand the importance of these experiences for all involved.

Whole School:

- Enrichment for all and an opportunity to sharpen practice.

Aims

1. To provide a supportive structure within the school from which each trainee teacher and student may learn and develop their skills and knowledge in a range of teaching situations.
2. To provide the opportunities for Work Experience and Child Care students to develop skills and knowledge in the day to day running of the classes in a primary school and to work as part of a team.
3. To provide effective mentoring in order that time spent at Seaton is productive, enjoyable and developmental.
4. To try to ensure that all trainee teachers have the opportunity to gain an overview of procedures and practice throughout the whole school from Reception to Year 6.
5. To enable practising trainee teachers to exchange professional thinking in a mutually supportive way.
6. To allow trainee teachers to plan, prepare and execute those tasks which will be necessary in their own practice.
7. That all trainee teachers find Seaton:
 - Welcoming
 - Challenging
 - Enjoyable
 - Rewarding

GUIDELINES FOR TRAINEE TEACHERS AND STUDENTS

During the time spent at Seaton, all trainee teachers and students are treated as visiting teachers and as such are expected to uphold:

- The standards and quality of work
- The expectations of behaviour and discipline
- The ethos of the school
- A professional approach in dress and conduct
- General care and maintenance of the classroom at all times.

Break and lunchtimes provide the opportunity for relaxation and preparation. Although we all need to be prepared, it is important that we eat and drink and relax and participate in social interaction with other members of staff.

Subject co-ordinators are happy to explain, support and inform. It is advisable to arrange a mutually convenient time for these meetings.

All trainee teachers, and others, are often party to discussions concerning not only the academic progress but also the social welfare of some children. At Seaton we trust in and expect complete confidentiality over such matters. Whilst at Seaton, those students who need to study or research into the process of providing learning support for children with special educational needs (SEN) will be given every opportunity to do so within the bounds of confidentiality and sensitivity as determined by the mentor and SENCO.

Relationships with Staff and Pupils

Beware of over familiarity both with staff and pupils! Developing a professional relationship with the class teacher with whom you are working, will have a direct bearing on how effective your practice will be. The mentor who is responsible for your practice within the school can be viewed as a critical friend to whom you may take problems of practice or personal concerns and worries with complete confidentiality.

Our school is divided into four teaching teams – Foundation, KS1, KS2a and KS2b. Teams work co-operatively and meet regularly to discuss issues of both academic and pastoral natures. Visiting trainees are encouraged and expected to participate in all activities including break duties, team meetings, staff meetings and relevant internal INSET meetings, unless advised otherwise by their class teacher.

The roles and responsibilities of all staff in the school can be discussed with either mentors or senior staff. The Headteacher is always happy to advise trainee teachers in professional matters, particularly for interviews and job applications.

The school has several useful publications which are available to all visitors. Trainee teachers and students are encouraged to become familiar with the staff handbook at an early part of their visit where issues concerning SEN, First Aid, Registration, Staff Meetings and all daily issues are explained.

GUIDELINES FOR TEACHING STAFF

Welcoming a trainee teacher into a classroom takes considerable professional generosity.

- **Request time for planning from the school mentor who can organise supply.** Class teachers have a day to day contact with visiting teachers and as such have the responsibility of ensuring that the trainees are prepared for their day, and also that trainees are included in team planning.

Class teachers:

- should check files and lesson plans
 - should include the trainees in duties
 - should inform the mentor if problems arise or if praise is due.
 - should encourage the collection and replacement of resources.
- When confident or required to leave the trainee teacher with your class, always inform them where you can be found.

Class teachers should make observations regularly whatever the practice in order to advise and report. They should always be present for PE, drama and outdoor activities