

Pre Service Teacher (PST) Policy

Melton Primary School will:

- establish clear expectations for Pre Service Teachers who are placed in our school;
- work in conjunction with the universities to ensure the placement needs of the Pre Service Teachers are met;
- ensure that mentor teachers are fully prepared and supported in carrying out their role.

Rationale:

School placements form the basis of teaching and learning in Pre Service Teacher education programs. The aim of fieldwork is for students to develop an understanding of 21st century schooling, to build upon what they already know about schools and to explore the theory that underpins education today.

Our role as a primary school is to provide Pre Service Teachers with a relevant and worthwhile teaching practicum, so that they benefit from the guidance of experienced mentor teachers while contributing positively to the development of our students and education community.

Implementation

- Universities will contact the PST coordinator to establish placement dates as early as possible.
- PSTs will be allocated a mentor teacher in accordance with their year of study, as tabled.

PSTs	Mentor Teachers
Fourth Year and Dip Ed	Classroom Teacher 2
Third Year	Classroom Teacher 1 or 2
Second Year	Classroom Teacher 1 or 2
First Year	Classroom Teacher 1 or 2
ES Placements	By request
Work Experience	

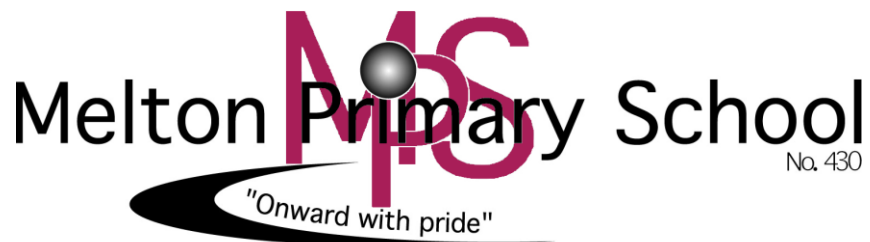
- The PST coordinator will establish contact between the PST and mentor teacher so that arrangements can be made to meet and greet etc.
- The PST will receive a copy of the 'Welcome Letter' as attached. This letter explains all PST expectations for the placement.
- Once the placement has commenced, the mentor teacher will keep the coordinator informed of the PSTs progress and alert the coordinator to any concerns they may have.
- At the conclusion of the placement, the coordinator will submit a claim for payment on behalf of the mentor teacher. A copy of the claim will go to the business manager and to the mentor teacher.
- Payment, once sent to the school by the university, will be made to the mentor teacher as part of their salary payment.

Melton Primary School has a responsibility to ensure:

- PSTs are linked with experienced classroom teachers who can model appropriate professional behaviour and teaching practice;
- the provision of an observation experience through which students will gain an understanding of both the whole school environment and that of classroom teaching;
- mentors offer support of PSTs in gaining competence in being able to 'see' the skills and knowledge associated with effective teaching;
- PSTs have assistance in preparation for successful supervised teaching experiences later in their course.

Pre Service Teachers have a responsibility to ensure they:

- assist the classroom teacher as directed wherever possible;
- participate fully in all designated activities, and to seek out additional experiences;
- keep detailed records of all observations and experiences in order to complete assessment tasks associated with this fieldwork;
- attend the school for the normal, full school day. This includes after school meetings, yard duty, sports days and other school activities;
- have completed a Working with Children Check;
- are familiar with and abide with the expectations according to the welcome letter.



Evaluation:

The PST policy will be reviewed annually by the PST Coordinator and the Leadership Team.

Ratified by School Council on 19th February 2014.

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