

POLICY ON TEACHER TRAINING IN ST KEVIN'S COLLEGE.

The primary aim of this policy is to provide an opportunity for trainee teachers in St Kevin's College to develop his/her teaching skills in a supportive environment.

The relationship between the trainee teacher and the school should be based on mutual respect and understanding.

The school recognises that the trainee teacher will be on a learning curve throughout their time in St Kevin's and we will offer as much guidance and support as possible.

The school expects that the trainee teacher will behave in a professional manner at all times and take on board the advice and guidance offered.

The objective's of the programme are to offer a structured framework where trainee teachers can:-

- ~ Develop their skills to become effective teachers**
- ~ Receive regular guidance and feedback on their training**
- ~ Have a positive experience throughout the year**
- ~Develop their self-confidence in the classroom**

Trainee Teachers

Regular communication between trainee teachers and mentors is essential. It would be expected that they exchange phone numbers/ email addresses and agree a schedule of regular meetings throughout the training period.

Trainee Teachers should:-

- ~ Familiarise themselves with the school rules (Journal/Staff handbook) and implement these at all times.**
- ~ Lesson's should be professionally prepared in advance. Resources should be sourced prior to class.**

- ~ arrive punctually at all their lessons.**
- ~ Carry out a trial run on practical's/experiments.**
- ~ Contact their mentor and the Deputy Principal if they are going to be late or absent.**
- ~ Keep up to date records of attendance and progress of pupils.**
- ~ Alert the mentor as soon as they encounter difficulties at any level throughout the year regarding, pupil misbehaviour, class becomes unruly, students not producing work, bullying, homophobic comments, etc.**
- ~ Attend all meetings relevant to their teaching, e.g. departmental/staff meeting's, Parent/Teacher meetings. (Attendance at P/T meetings is subject to consultation with mentor. Deputy Principal must be informed).**

Ideally, trainee teachers would be expected to immerse themselves in the overall life of the school, e.g. extracurricular activities.

Mentors

The ultimate responsibility for the class will always rest with the class teacher (mentor).

The role of the mentor is to guide and help the trainee teacher throughout the duration of the training. The mentor must be available to the trainee throughout the year.

The trainee teacher will initially observe the mentor's normal classes for a period of time, in term one. The mentor will then observe the trainee teachers classes for a similar period of time and provide balanced feedback. Feedback should be given as soon as possible after the lesson and always in private.

The mentor should be as supportive and as encouraging as possible. The mentor must ensure that the students of St Kevin's College receive the highest possible standard of teaching as possible throughout the duration of teacher training.

The mentor should:-

- ~ Advise the trainee teacher on teaching strategies and methodologies.
- ~ Brief the trainee on the students in the class. Particular attention must be paid to any students with special needs.
- ~ Set the standards of work/behaviour expected from students.
- ~ outline strategies for dealing with sub-standard work or behaviour.
- ~ Detail the topics to be covered.
- ~ Recommend timeframes for each topic.
- ~ Recommend homework strategies/routines.
- ~ Suggest assessment strategies and frequencies.
- ~ Outline strategies for dealing with difficult pupils.
- ~ Offer practical supports to the trainee throughout the year. This may be requested by the trainee or the mentor may feel the need to step in to assist in the training process.
- ~ Be available to take over the class at any time in the event of an emergency.
- ~ Mentors in subjects using

Labs/Workshop must brief the trainee on all aspects of Health & Safety that relates to the classroom.

It is the responsibility of the mentor to take over the classes when the trainee teacher is unavailable, e.g. illness/college exams or in assessment meetings with their college tutor.

The relationship between mentor and trainee should be one of mutual respect and trust. Observations made by the mentor throughout the training period are highly confidential and must only be discussed with the Principal/Deputy Principal if the mentor feels the need arises.

St Kevin's college has a proud tradition in teacher training. Over the years we have assisted in producing many excellent teachers. We are happy to continue this tradition as it contributes to high standards in the teaching profession. Trainee teachers bring with them the most up to date methodologies and practices. This benefits our students and can help to update our own skills.