



3:26 Associate Teacher's Guidelines

Parnell District School accepts college teachers from Massey University (Albany), Auckland College of Education, AUT and the University of Waikato in order to provide teacher trainees with practical classroom experiences under the guidance of an associated teacher and teacher education providers and enable our staff to share their expertise.

Guidelines

1. Fully registered teachers can apply to the principal to become an associate teacher.
2. The Principal must ensure that all associate teachers have demonstrated sound teaching practices, and meet the professional standards of the fully registered status.

On arrival

3. Ensure the college teacher is introduced to key staff, has an induction into the relevant area of the school and has access to the staff handbook, charter, school policy and procedures and other documents they might need to complete assignments.
4. Ascertain the requirements of the training institution in terms of practicum expectations. This is provided in a booklet from the training institution.
5. Observe the college teacher teaching and provide open and honest feedback against the expectations of the college requirements.

Programme

6. The associate will work to support a successful practicum experience for trainee teachers.
7. As the college teacher becomes more confident, allow more opportunities for them to assume full control. The associate teacher will remain nearby but should be in the room on all other occasions.
8. Discuss with the college teacher your expectations as associate teacher when teaching your class, and your expectations of the pupils in that class when the college teacher is teaching.
9. The progress of trainees will be closely supervised and directed by the associate along the guidelines set out in the section briefing notes.
10. Provide advice to facilitate the requirements of the lesson and practicum assignments, see and approve planning and facilitate discussion after the lessons/ week programme to encourage reflection and a plan to feed-forward.

Safety considerations

11. If the associate teacher is away, then the relief teacher is expected to give guidance and support to the college teacher.
12. The associate will ensure class learning and safety is not compromised by a trainee teacher.
13. A trainee may not take students out of the school on a school trip but remain under the supervision of the associate teacher.

Other

14. The associate teacher will complete the associate teacher feedback form provided by the training institution.
15. The associate teacher will receive payment from the training institution (if New Zealand based), at the agreed rate per week in the current award.
16. Payments from other institutions should be agreed prior to the trainee's arrival at the school.