



PRE-SERVICE TEACHER POLICY

Rationale:

- Cana accepts the responsibility to work with universities and provide opportunities for Pre Service Teachers to become immersed in the life of the Catholic school program through participation in a combination of full day professional experiences.
- We believe that it is in the best interest of our future Catholic teachers to work with the Pre Service Teachers in their endeavours of fulfilling their tertiary tasks and in transferring theoretical knowledge to actual practice.
- We also believe, Cana can offer some sound input into the development and understanding of the role of a Catholic Primary School Teacher and help the Pre Service Teachers understand the complexities of the role within a Catholic School setting.

Aims:

At Cana a Pre Service Teacher will:

- develop their understanding and knowledge of the role of a Catholic Primary School Teacher
- be provided with opportunities to observe experienced teachers .
- be provided with opportunities to observe, plan, and teach content to small group/or whole class - as required - under the supervision of the mentor teacher.
- Be provided with the opportunity to receive feedback in order to further develop and improve in teaching skills.

Implementation:

- Universities will contact Cana with proposed student and time frames.
- All documentation needs to be signed and filled out appropriately by the designated personnel.
- Pre Service Teachers need to see the Curriculum Coordinator and mentor teacher prior to practicum at Cana.
- When Pre Service Teachers arrive, they firstly need to sign in at the front office, then report to their mentor teacher.
- Pre Service Teachers must enter via the front office and sign in and out each day they are on school site.
- Pre Service Teachers are expected to be on site from 8.15am to 3.30pm and remain for staff meetings.
- Pre Service Teachers will park their vehicles in the staff car park of the school.
- Work Experience attire should be clean and tidy. In accordance with Sun Smart policies students need to dress respectfully and also follow the Sun smart policy of wearing a hat from September to April.
- Pre Service Teachers are required to wear a Volunteer/Visitors Identification badge whilst on site.
- Pre Service Teachers must accept responsibility for all work requirements and undertake tasks as directed by the university, school coordinator and mentor teacher/s within the context of Cana school.
- “Duty of Care” will be explained to the Pre Service Teachers.

- Pre Service Teachers will address Cana staff respectfully.
- Pre Service Teachers will model positive interaction and attitudes towards all school community members.
- Appropriate body language is expected at all times.
- Pre Service Teachers are expected to maintain confidentiality, not speaking about staff, parents or students.
- Pre Service Teachers are not to comment on any person in the Cana school community on any form of social media, facebook, ICT tools etc.
- Pre Service Teachers are not permitted to take any photos of students or staff.

Induction for Pre Service Teachers

Pre Service Teachers will participate in a comprehensive induction process prior to practicum. The following policies will be explained:

- Privacy Policy.
- The Evacuation Policy .
- Occupational Health and Safety Policy and procedures.
- ICT policy
- Explanation of daily routines and expectations.

This policy was last reviewed in 2019.

