**PGCE Secondary Education with QTS (Employment Based)**

**Professional activities to be undertaken in the Delivery School Autumn Term 2018/19** To define teaching expectations

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| **Date and Study Focus** | **School Based Focus** | **Forms to be completed** |
| **Trainee** | **Mentor and Trainee** |
| **WEEK 7 10.9.18** **Study Focus:**Induction | * Complete the school’s Safeguarding Induction.
* Become familiar with school policies for safeguarding and behaviour.
* Observe an experienced teacher’s strategies and techniques for ‘behaviour for learning’.
 | * Discuss expectations of personal and professional conduct.
* Discuss the procedure for reporting a safeguarding concern.
* What kinds of incidents should be reported?
* Who are the safeguarding team?
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| **WEEK 8 17.9.18****Study Focus:**Specialist subject development | **INTENSIVE STUDY WEEK - London** |  | SKA |
| **WEEK 9 24.9.18****Study Focus:**Observation & Reflection  | * Discuss the induction event and highlight key learning points.
* Share Subject Knowledge Audit with your mentor and discuss strengths and areas for development.
* Observe routines of teachers in your department (entering/leaving the room, first 10 mins, distributing the work etc) using OOP forms.
 | * Undertake a learning walk led by a practitioner / your mentor.
* Discuss who / what impresses you and consider why.
* Plan timetable for focussed observations of experienced practitioners.
 | OOP |
| **WEEK 10 1.10.18****Study Focus:**Behaviour for learning  | * Become familiar with the school behaviour for learning policy.
* Carry out 2 x behaviour management observations using the focussed. observations forms. Upload to Pebblepad.
* Carry out reflection on behaviour using the ‘What, so what, now what?’ format.
 | * Discuss and evaluate behaviour observations.
* What have you learnt?
* What can you apply to your own practice?
* What are your key takeaways?
* Plan induction phase teaching timetable.
* Complete the first RoP form and upload to Pebblepad.
* Course leader visit/meet mentor.
 | Focused observation formRoPCourse Leader Visit |
| **WEEK 11 08.10.18****Study Focus:**Lesson Structures and Planning | * Start to teach parts of lessons – eg: starter, plenary, exposition.
* Plan these carefully and reflect on the outcomes.
 | * Complete an observation of the trainee teaching part of the lesson.
* Discuss progress and complete RoP.
 | Observation RoP |
| **WEEK 12 15.10.18****Study Focus:**Understanding how children read | * Familiarise yourself with subject curriculum coverage and content.
* Understand the homework procedures and expectations.
* Set and mark some homework.
* Reflect on your teaching and pupils’ progress in preparation for your RoP meeting.
 | * Discuss the data available for your classes.
* What are their reading ages?
* What are their targets?
* Are any listed as SEND?
* Complete an observation of the trainee and RoP.
 | ObservationRoP |
| **WEEK 13 22.10.18****Study Focus:**Subject Knowledge Development  | * Undertake the most recent GCSE for your subject. Try to do this under exam conditions.
* Reflect on the outcome and bring highlights and three areas for development to the mentor meeting to discuss with your mentor.
* Reflect on your teaching and pupils’ progress in preparation for your RoP meeting.
 | * Talk about the school’s approaches to GCSE and public examinations.
* Discuss outcomes of GCSE paper focussing on highlights and three areas for development to the mentor meeting to discuss with your mentor. Use this to help identify new TS3 targets and actions.
* Complete an observation of the trainee and RoP.
 | ObservationRoP |
| **WEEK 14 29.10.18****Study Focus:**Understanding how children write | * Observe a transformational writing lesson or writing for a specific purpose. Reflect on pupils’ written outcomes and discuss with class teacher.
 | * Discuss the school’s approach to handwriting and presentation.
* Complete an observation of the trainee and RoP
 | ObservationRoP |
| **WEEK 15 05.11.18****Study Focus:**Assessment for Learning | * Read and understand the school marking policy
* Carry out joint marking and assessment with an experienced teacher
* Use your assessment data for one of your classes to highlight who is working below target.
* Develop a strategy to try to improve the outcomes for those students.
* Reflect on your teaching and pupils’ progress in preparation for your RoP meeting.
 | * Discuss school’s approach to marking.
* Mentor to share examples and discuss with trainee.
* Complete an observation of the trainee and RoP.
 | ObservationRoP |
| **WEEK 16 12.11.18** **Study Focus:**Planning for progress in English   | * Plan to teach a lesson or episode collaboratively with an experienced teacher or your mentor.
* Deliver the lesson collaboratively and evaluate lesson together.
* Carry out reflection on planning using the ‘What, so what, now what?’ format.
 | * Reflect on planning, delivery and feedback relating to the teaching episode taught.
* Together identify a target and actions relating to TS4. Add this to Pebblepad with an appropriate review date.
* Complete an observation of the trainee and RoP.
 | ObservationRoP |
| **WEEK 17 19.11.18****Study Focus:**Active learning | * Observe teachers in different departments with a focus on active learning strategies.
* Which of these might you be able to incorporate into your own lessons?
* Try and active learning activity in a lesson and reflect on the outcomes.
 | * Complete an observation of the trainee and RoP.
 | ObservationRoP |
| **WEEK 18 26.11.18** **Study Focus:**Differentiation and personalisation | * Reflect on your teaching experiences to date and the progress the pupils have made.
* Reflect on your progress to date with the Teachers’ Standards. Ensure you can identify some early evidence of your progress with each standard.
* Self- assess against the assessment criteria in preparation for your RoP meeting.
 | * Mentor to consider the progress the trainee is making in meeting the Teachers’ Standards.
* Identify areas of strength and areas for further development and discuss with the trainee.
* Consider the evidence being developed by the trainee in making assessment decisions and complete the report.
 | ObservationRoP |
| **WEEK 19 03.12.18****Study Focus:**Wellbeing and workload | * Consider the progress you have made so far and the comments made by your mentor on the Summative report.
* Consider what targets will be appropriate for the next stage of your development to discuss with your tutor at the ISW.
 | * Discuss what strategies you could use to reduce marking and planning workload outside of school hours.
* Mentor to finalise Induction Summative Report and Email to course leader by 5.12.18. Trainee to upload to Pebblepad.
 | Induction Summative Report  |
| **WEEK 20 10.12.18** **Study Focus:**Inclusion, Equality and Diversity  | **INTENSIVE STUDY WEEK - London** | * Make arrangements for Additional placement to take place next term.
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