



BACHELOR OF EDUCATION (PRIMARY)
EDL1240 Introduction to Teaching
MENTOR TEACHER CHECKLIST - 2025

Pre-Service Teacher Information

Name	
ID Number	
School	
Mentor Teacher	
Classroom Year Level	

This assessment is designed to provide constructive feedback for the Pre-service Teacher and should be completed with reference to the assessment procedures in the Guidelines. Please complete this checklist on Distributed Day 7.

The Mentor Teacher/School must contact the Professional Experience Coordinator, EDL1240 - Marnie Harris at marnie.harris@ecu.edu.au if they consider the Pre-Service Teacher is not meeting the checklist criteria due to concerns relating to the Pre-service Teacher's progress, attendance or conduct, before the completion of the 7 Distributed Days. The Placements Office may allocate a University Supervisor to visit the school.

Professionalism Criteria:	Please select the appropriate level achieved by the Pre-Service Teacher:	Comment:
Displays appropriate personal and professional levels of verbal and non-verbal communication	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	
Displays appropriate personal and professional levels of written communication	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	
Shows respect for the ethos of the school and its values	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	
Maintains an organised Professional Experience file and completes all written requirements in a timely manner (e.g. observations, weekly reflections for days 1-6, LEP)	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	
Accepts and responds positively to advice	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	
Collaborates with the Mentor Teacher and supports professional duties as appropriate	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	
Demonstrates initiative and enthusiasm in the classroom	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	
Demonstrates consistent punctuality	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	
Maintains an appropriate professional standard of dress and grooming	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	
Fosters positive relationships and respect for all students	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory	

Attendance:

Of the 7 Distributed Days, the Pre-service Teacher attended:	
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A medical certificate has been provided for days absent	
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The Pre-service Teacher required a University Supervisor visit	
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Mentor Teacher:	Date:
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Has not been actioned

NOTE: STUDENTS WILL COMPLETE THE STUDENT ACKNOWLEDGEMENT AT THE BASE OF THE FORM, ONCE THE FORMS HAVE BEEN RELEASED ON WEDNESDAY 4 JUNE.

I confirm that I have read the Mentor Teacher Checklist providing feedback for my Professional Experience.

Student:	Date:
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Has not been actioned