**PPA2211 MENTOR TEACHER CHECKLIST**

Mentor Teachers play a crucial role in guiding and supporting our Pre-service Teachers. In particular effective mentors:

* Model best practice in teaching and learning
* Guide Pre-service Teachers in establishing and maintaining professional relationships
* Create opportunities for Pre-service Teachers to achieve professional growth through meaningful reflection
* Provide constructive feedback in a supportive environment
* Monitor Pre-service Teachers’ progress against the criteria for assessment for the Professional Experience.

Our goal is to encourage Pre-service Teachers to become confident and collaborative educators equipped with the skills and knowledge required to succeed.

University Supervisors work with Mentor Teachers and Pre-service Teachers, as well as other school staff, to enhance the learning, teaching and professional development of our future teachers.

This checklist is a critical step in the collation of evidence and information that will impact on the final outcome of the Professional Experience. It addresses some of the elements of the practicum that may not be evident when the University Supervisor makes scheduled visits. The criteria are drawn from the Final Evaluation Form and focus on the Pre-service Teachers’ professionalism and consistency in performance.

Please complete this checklist for the first University Supervisor visit, and thereafter as required. This document provides the opportunity for Mentor Teachers to reflect on the progress of the Pre-service Teacher and should be used to provide relevant feedback and further comments in all areas, including the wellbeing of your Pre-service Teacher.

We appreciate the expertise you bring to your role and your efforts in supporting our Professional Experience program.

**IN BRIEF**

* Provides specific feedback to inform assessment
* Completed prior to the Final Evaluation Form
* Includes comment on progress and concerns

Pre-service Teacher Name:

Subject:       Year Level(s) Taught:

School:       Mentor Teacher:

**Please indicate/comment on the Pre-Service Teacher’s conduct in the following areas:**

|  |  |  |  |
| --- | --- | --- | --- |
| **MENTOR TEACHER CHECKLIST** | | | |
|  | Demonstrated | Not  Demonstrated | Comment |
| Has respect for the ethos of the school |  |  |  |
| Engages in positive relationships with staff and students |  |  |  |
| Submits documentation in required time-frame |  |  |  |
| Completes all documentation to the required standard and detail |  |  |  |
| Demonstrates a knowledge of content for all levels of curriculum  *(This is a critical area for Mentor Teachers as Supervisors may not be subject specific experts)* |  |  |  |
| Maintains acceptable standard of dress and grooming |  |  |  |
| Is punctual and reliable |  |  |  |
| Meets the needs of students in context |  |  |  |
| Gives feedback to students in a timely manner |  |  |  |
| Accepts advice in a professional and courteous manner |  |  |  |

Is today’s lesson consistent with general performance? Yes  No

Do you have any concerns about the wellbeing of your Pre-service Teacher? Yes  No

Comments:

Does the Pre-Service Teacher demonstrate a good understanding and knowledge of curriculum support documents used in the preparation of programs for students at all levels? Yes  No

Comments:

Mentor Teacher:       Date: