**TRAINEE TEACHERS & WORK EXPERIENCE POLICY**

**Rationale**

*Eaglehawk North Primary School’s purpose is to provide high quality and progressive education in an environment that values teamwork, applauds excellence and encourages participation.* As a positive role model in education our school will provide professional/personal development learning experiences for trainee teachers and work experience students.

**Purpose:**

To guide future teachers into practical experience with children and the classroom environment.

To provide trainee teachers with practical experience in the operations of the school system and its development.

To support work experience for those considering future employment in school related roles.

**Implementation:**

1. A staff member will be identified to coordinate the operation of the program liaising between the school and the organisation providing the trainee.

2. The coordinator will monitor progress of students through liaison with supervising teachers and direct contact with students.

3. The coordinator will also clarify issues of:
   - expectations in behaviour and dress.
   - times of attendance.
   - attendance at staff meetings/activities.
   - duty.

4. The coordinator will ensure equity in student allocation to teachers over time.

5. Where possible, the coordinator will arrange for experiences in specialist areas including integration.

6. All approved staff will be expected to share the professional responsibility of teacher training students.

7. Classroom teachers will be made aware of trainee teachers/others’ needs and be available to support the development of their needs.

8. Supervising teachers will be responsible for generating reports as required.

9. Supervising teachers will be responsible for liaising with university staff as required.

10. Trainee teachers where do students fit here? will be treated as members of staff with full rights and responsibilities.

11. The Principal or delegated may:
    - observe the students in teaching situations.
    - talk to students individually or collectively about school organisation/profile, etc.

Does this happen/have to happen?

12. Supervising teacher reports will be discussed with students and information passed onto coordinators.

13. Where the school receives payment from institutions such payments will be passed on to the supervising teachers and the coordinator.

**Resources**
Guidelines provided by relevant institutions providing the students/trainees.