



Charles Sturt  
University

## EPT241 Teaching Progression Introduction to the Secondary Context

Work-Integrated Learning: School of Education

### PROFESSIONAL EXPERIENCE EPT241: SUBJECT DESCRIPTION

This subject is the first *secondary* placement subject in the [Bachelor of Education \(Secondary\)](#), [Bachelor of Education \(Secondary\) Industry Entry](#), [Bachelor of Education \(Technology and Applied Studies\)](#) and [Bachelor of Education \(K-12\)](#) courses. It draws on the cumulative learning of pre-service teachers (PSTs) from across the coursework components of the degree and includes the final professional experience placement.

### HOW TO USE THE TEACHING PROGRESSION DOCUMENT

Over this professional experience, PSTs are required to follow the weekly progression of teaching and professional experience tasks. PSTs are required to work towards a 0.5 teaching load by the final week of placement. 0.5 means an 50% teaching load of a full-time classroom teacher in your school setting. Please note, teaching load and responsibilities are suggested minimum requirements, and may need to be adjusted in response to the needs of the context and PSTs individual development and progress.

Throughout placement, PSTs are expected to participate in all school activities. This includes teaching activities such as playground duties, staff meetings, professional development sessions, parent teacher interviews, sporting and co-curricular activities, and any other school related activities (Standard 7). Pre-service teachers (PSTs) are expected to be in attendance on the school site at least 30 minutes before the school day commences, to allow adequate time for preparation for the school day. A mid-placement review is required in **Week 2 of placement**. We recommend this meeting occurs on **day 8 of placement**. An early placement review allows adequate time for additional support to be implemented in the event the PST is not progressing in line with the teaching progression and subject outcomes.

## EPT241 Teaching Progression for Pre-Service Teachers

Placement Phase	Focus	Expectations of Pre-Service Teacher (PST)	Role of Supervising Teacher (ST)
Prior to Placement	Preparation	<p><b>Negotiate progression to 0.5 teaching load over the course of the placement, including lessons/teaching sequences according to your teaching area(s)</b></p> <p>Discuss relevant school policies, including but not limited to:</p> <ul style="list-style-type: none"> <li>-welfare policies</li> <li>-risk management</li> <li>-Code of Ethics and Conduct</li> <li>-WHS, duty of care, child protection</li> <li>-discipline and bullying school</li> </ul> <p>(PST to record personal notes during discussion (Standard 4))</p> <p>PST to contact <a href="mailto:FOAE-WPL@csu.edu.au">FOAE-WPL@csu.edu.au</a> if your university liaison officer (ULO) has not made contact a week prior to the placement.</p>	<p>STs are strongly encouraged to review '<a href="#">Components of effective, high-quality professional experience</a>' (Section 4) of the Australian Professional Experience Guidelines (AITSL) before the placement begins. These guidelines provide valuable guidance for supervision and promote best practice.</p> <p><b>Negotiate progression to 0.5 teaching load over the course of the placement, including lessons/teaching sequences according to PSTs teaching area(s)</b></p> <p>Discuss relevant school policies, including but not limited to:</p> <ul style="list-style-type: none"> <li>-welfare policies</li> <li>-risk management</li> <li>-Code of Ethics and Conduct</li> <li>-WHS, duty of care, child protection</li> <li>-discipline and bullying school</li> </ul> <p>(PST to record personal notes during discussion (Standard 4))</p> <p>ST to contact <a href="mailto:FOAE-WPL@csu.edu.au">FOAE-WPL@csu.edu.au</a> for any placement documentation or support queries and/or if your university liaison officer (ULO) has not made contact by the end of the week prior to placement.</p>

Placement Phase	Focus	Expectations of Pre-Service Teacher (PST)	Role of Supervising Teacher (ST)
<b>Week 1: Days 1- 5</b>  <b>Orientation &amp; Observation</b>	Observation and shadowing of teacher and class	<ul style="list-style-type: none"> <li>○ Discuss with ST an ongoing schedule for planning and feedback (<a href="#">See Sec 4.2</a>)</li> <li>○ Engage in observation and analysis including analytical observation of a class for a day (discuss teaching/management decisions with ST)</li> <li>○ Discuss your SMART goals with your ST (Assignment 1)</li> <li>○ Discuss how individual lessons fit within sessions, full days and units</li> <li>○ Assist supervising teacher with preparation of teaching materials</li> <li>○ Become involved in lessons from Day 1, e.g. interacting with learners, helping with resource management, teaching small groups</li> <li>○ Begin teaching small groups and/or team-teach with ST if appropriate</li> <li>○ Develop profiles of your classes</li> <li>○ Discuss with ST lessons you will commence teaching Week 2 to Week 4 (gradual increase to 0.5)</li> </ul>	<ul style="list-style-type: none"> <li>○ Introduce PST to school and support staff</li> <li>○ Meet with PST to discuss/plan teaching sequences/subjects/units of work to be taught during</li> <li>○ Explain how individual lessons fit within broad unit frameworks</li> <li>○ Prepare parts of lessons with the PST, including assigning tasks such as preparing learning materials</li> <li>○ Organise for focused observation of a range of lessons across KLA's / shadow a Stage 4 class for a whole day</li> <li>○ Assign PST tasks e.g.: resource preparation/learning material (to be completed outside of class time)</li> <li>○ Discuss PST's SMART goals for placement</li> <li>○ Discuss with PST an ongoing schedule for planning and feedback (<a href="#">See Sec 4.2</a>)</li> <li>○ Discuss with PST lessons they will commence teaching Week 2 to Week 4 (gradual increase to 0.5)</li> </ul>

Placement Phase	Focus	Expectations of Pre-Service Teacher (PST)	Role of Supervising Teacher (ST)
<b>Week 2: Days 6-10</b>  <b>Orientation &amp; Familiarisation</b>	Teaching small groups, team-teaching and teaching single lessons	<ul style="list-style-type: none"> <li>Continue to observe your ST / Team-teach with ST</li> <li>Note the STs classroom routines and strategies</li> <li>With ST assistance, make connections between curriculum and syllabus concepts, classroom practices, school policies and social justice</li> <li>Prepare parts of lessons early in the week, using a detailed lesson plan template, and discuss draft lesson plans with ST</li> <li>Continue planning for and teaching small groups</li> <li>Negotiate mid-placement review meeting time towards end of Week 2 and advise your ULO of meeting time/date</li> </ul> <p><b>Mid-Week 2</b></p> <p><b>Mid-placement review (to be completed by the end of Week 2)</b></p> <ul style="list-style-type: none"> <li>Complete the planning and teaching of whole class single lessons (<b>four</b> lessons in total)</li> <li>Present and discuss lesson plans with ST prior to teaching</li> <li>Reflect on your teaching practice daily</li> <li>Gather and annotate evidence examples for the standards (as per Professional Experience Report)</li> <li>Share evidence and discuss with ST</li> <li>Review your progression towards achieving SMART goals</li> </ul> <p>Prepare for the mid-placement review by checking your progress against the Graduate APSTs in the <a href="#">Evidence guide</a></p>	<ul style="list-style-type: none"> <li>Prepare parts of lessons <b>with</b> the PST and provide feedback.</li> <li>Team-teach with PST as appropriate</li> <li>By mid-week 2, allow the PST opportunities to plan and teach <b>four</b> whole class lessons independently</li> <li>Provide in-depth feedback on strengths and areas for improvement</li> <li>Provide formal written feedback to PST on at least one lesson per day</li> <li>Discuss connections between curriculum and syllabus concepts, classroom practices, school policies and social justice</li> <li>Negotiate a time for mid-placement review meeting towards end of Week 2</li> <li>Discuss PST progression towards achieving SMART goals</li> </ul> <p><b>Mid-Week 2</b></p> <p><b>Mid-placement review (to be completed by the end of Week 2)</b></p> <ul style="list-style-type: none"> <li>Advise ULO of mid-placement review date/time</li> <li>Complete mid-placement review and report <ul style="list-style-type: none"> <li>Record date of the meeting on the Professional Experience Report</li> <li>Discuss PST performance against the 37 focus areas</li> <li>Collaboratively set goals for remainder of the placement</li> </ul> </li> <li>Share mid-placement report with ULO</li> </ul> <p><b>*IMPORTANT:</b> Any emergent concerns? Notify the ULO immediately</p>

Placement Phase	Focus	Expectations of Pre-Service Teacher (PST)	Role of Supervising Teacher (ST)
<b>Week 3:</b> <b>Days 11-15</b> <b>Familiarisation</b>	Prepare and deliver lessons	<ul style="list-style-type: none"> <li>○ Reflect on your performance against the APST Graduate Standards</li> <li>○ Review your SMART goals with your ST for the remainder of the placement, refine if necessary</li> <li>○ Independently teach <b>single lessons</b> throughout Week 3</li> <li>○ Plan and draft lesson plans to discuss with ST</li> <li>○ Comprehensively self-reflect and evaluate lessons</li> <li>○ Continue to observe your ST's practice</li> <li>○ Maintain detailed observation notes</li> <li>○ Continue to engage in all teaching staff activities</li> <li>○ Build up to <b>0.5 teaching load</b> of classes for <b>Week 4</b></li> </ul>	<ul style="list-style-type: none"> <li>○ Assist PST to use and develop classroom management strategies</li> <li>○ Towards the end of Week 3, allow the PST opportunities to plan and teach sequences of lessons</li> <li>○ Discuss lesson/unit plans with PST prior to teaching</li> <li>○ Provide oral feedback on at least two lessons per day; written feedback on at least one per day</li> <li>○ If appropriate, increase teaching load up to 3 lessons per day, focusing on quality rather than quantity</li> <li>○ Ensure working towards a <b>0.5 teaching load</b> for Week 4.</li> </ul> <p><b>NOTE: Pre-service teachers (PSTs) should be beginning to teach whole lessons by the end of Week 3</b></p>

Placement Phase	Focus	Expectations of Pre-Service Teacher (PST)	Role of Supervising Teacher (ST)
<b>Week 4:</b> <b>Days 16-20</b> <b>Consolidation-0.5 Teaching Load</b>	Move to independence on a 0.5 teaching load	<ul style="list-style-type: none"> <li>○ Move to independent teaching of roughly 11 periods per week (equivalent of 50-minute lessons) with minimal ST assistance</li> <li>○ Demonstrate knowledge of lesson planning and evaluation, teaching skills and student assessment</li> <li>○ Manage transitions between lessons, daily routines and from day to day</li> <li>○ Demonstrate appropriate pedagogical practices for the diverse nature of the learning community</li> <li>○ Continuing development of professional identity as a teacher</li> <li>○ Reflect daily on your teaching practice</li> <li>○ Review your progress towards achieving your SMART goals</li> </ul> <p><b>Upload a copy of your Professional Experience Report (Assessment task 2) on the final day of your school placement.</b> Ensure the ST and Principal has completed, signed and locked the report.</p>	<ul style="list-style-type: none"> <li>○ Ensure PST is planning and teaching of roughly 11 periods per week (equivalent of 50-minute lessons) with minimal assistance</li> <li>○ Ensure all the PST's lessons are fully planned and evaluated</li> <li>○ Discuss lesson plans with PST prior to teaching</li> <li>○ Ensure the PST's teaching load increases up to 0.5 by Week 4</li> <li>○ Observe all lessons. Provide oral feedback on lessons and written feedback at least one lesson per day</li> </ul> <p><b>Complete the Professional Experience Report</b> following discussion with PST. The Report for this subject must include original signatures of the Principal, ST and PST.</p> <p>The PST must upload the report as a mandatory Assessment task.</p>