

## **EDST 2002 PROFESSIONAL ENGAGEMENT 2013**

### **PLACEMENT COMPONENT HANDBOOK**

EDST 2002 is a core course of study for students enrolled in BEd courses from 2012 onwards. The course of study consists of four weeks of lectures followed by ten days of fieldwork in an educational institution.

The fieldwork component of this course aims to:

- Enable students to be part of an educational program and to reflect on the teaching and learning taking place
- Enable pre-service teachers to actively engage with teaching and learning in an educational setting, interacting effectively with both school-age learners and professional educators
- Allow the opportunity for pre-service teachers to act as role models in schools, raising awareness that tertiary education can be a realistic option for students

Outlined below is essential information relating to your time spent on your fieldwork placement, provided under the headings of: the pre-service teacher, the co-operating teacher and the principal.

#### **THE PRE-SERVICE TEACHER**

The pre-service teacher on field placement component of Professional Engagement is present as a teaching assistant and observer only. ***You are never to take responsibility for a class in the absence of a teacher.***

How you are utilized in the classroom and in the wider school will be at the discretion of the co-operating teacher, but you are encouraged to be pro-active in volunteering to support the teacher in various activities if you feel this is appropriate and the request is not made.

#### **PROFESSIONAL BEHAVIOUR**

The School of Education expects all pre-service teachers will demonstrate professionalism at all times. Specifically:

- Understand you are a guest in the school and act accordingly;
- Use appropriate language at all times;
- Dress professionally;
- Respect the need for confidentiality of personal/academic information of students;
- Respect the school culture/ethos;
- Adhere to all school policies (including managing students);
- Be punctual;
- Complete all tasks and requirements asked of you in a timely manner;
- The pre-service teacher must attend school for the **full day every day** and be involved in all aspects of the school program. This may include sport activities, playground supervision, assemblies, meetings and other duties specified by the school. The Attendance Sheet must be completed each day;

## **VOLUNTEER DECLARATION**

The Commission for Children and Young People Act 1998 introduced mandatory requirements for background checking of people working with children. All pre-service teachers must complete a Volunteer Declaration form. You will be given instructions on how to do this during lectures. Pre-service teachers should provide a copy of this declaration to the school when they first attend.

The School of Education reserves the right not to place a Pre-service teacher in a professional engagement setting if their conduct does not meet the Working with Children standard.

## **ATTENDANCE**

The pre-service teacher must attend school for the full day each of the ten days and be involved in all aspects of the school program as appropriate. This may include assisting with sport activities, yard supervision, assemblies, Excursions, meetings and other duties specified by the school.

Unavoidable absence (due to illness or other emergency) must be notified to the co-operating teacher as soon as possible and an email sent to the course co-ordinator. Absences **MUST** be made up by arrangement with the school, as the ten full days are a mandatory part of your BEd requirements.

The Attendance Sheet must be submitted as an integral part of your assessment.

## **ASSESSMENT**

Your co-operating teacher must sign off your attendance sheet and complete a brief section on the degree of professionalism you have displayed. This will constitute 15% of your course assessment. You are also required to submit a reflective essay based on a journal kept during your placement. Detail is available in the course outline.

## **UNPROFESSIONALISM**

In an extreme situation of demonstrated unprofessionalism, the university may withdraw the pre-service teacher immediately from the school. This may happen if the student demonstrates:

1. Inability to cooperate with staff and work effectively in the school environment
2. Attitudes and actions antithetical to the profession of teaching
3. Absence from Professional Experience without adequate explanation or documentation

Schools can ask for a student to be withdrawn from the school based on unprofessional behavior. Pre-service teachers who have been deemed by the school to be unprofessional will need to "show cause" as to why they should be allowed to re-enrol in the course.

## **DUTY OF CARE**

It is the responsibility of pre-service teachers to be aware of their duty of care when working with students in schools. As temporary members of the school staff, they are expected to **assist** with management of students, playground duty, sports supervision, excursions and other work specified by the Principal but should not be left in sole charge of students at anytime during their placement. The law relating to negligence applies to pre-service teachers in the same manner as it does in the community. A pre-service teacher would be totally responsible for an injury to a student arising from negligence on his/her part.

## **OCCUPATIONAL HEALTH AND SAFETY**

Pre-service teachers should familiarize themselves with evacuation and other safety procedures within the school. They should know the location of fire extinguishers, fire exits and first aid kits.

## **ACCIDENTS TO STUDENTS**

Accidents to students during fieldwork placement are the responsibility of the co-operating teacher, in the first instance, and must be reported to him/her immediately. Pre-Service Teachers must be familiar with the safety procedures at the school as early as possible. They should also become familiar with the location of first aid kits, fire extinguishers, and emergency exit procedures.

## **ACCIDENTS TO PRE-SERVICE TEACHERS**

All students of UNSW, who are participating in approved pre-service Professional Engagement, have medical and liability insurance coverage through the University's Risk Management Unit. The insurance policy is called "Student Personal Accident Insurance" and covers the student while engaged in campus and course related activities, including Professional Engagement placement. This insurance only covers those placements arranged through the student's Faculty or School, and policy details can be found at the Risk Management web site: [www.fin.unsw.edu.au/riskman/rmusplash.html](http://www.fin.unsw.edu.au/riskman/rmusplash.html). Insurance coverage is automatic for all students; there is no need to sign up for this policy. A current schedule of policy benefits can be found at:

[www.sport.unsw.edu.au/runningAClub/downloads/PAInfoAug07.pdf](http://www.sport.unsw.edu.au/runningAClub/downloads/PAInfoAug07.pdf). Any event likely to give rise to a claim should be immediately notified to the insurance officer, Risk Management Unit, on 02 9385 1980.

On occasion, a work experience employer may ask the student to provide a letter of indemnity that outlines insurance arrangements. A letter of indemnity can be downloaded from the Risk Management Unit website at <http://www.careers.unsw.edu.au/Student/Misc/Insurance.aspx> and should be issued by the Professional Experience Coordinator or Head of School.

## **JURY DUTY**

Jury Duty service does not entitle the pre-service teacher to an exemption from Professional Engagement fieldwork either in part or in whole. Pre-service teachers are advised that if they are called for Jury Duty, an appeal may be lodged with the Sheriff's Office, together with a support letter from the Manager of the School of Education. If an exemption is not granted, the Pre-Service Teacher will be required to fulfil Professional Experience commitments at a later date.

## **INDUSTRIAL DISPUTES**

If an industrial dispute occurs during the placement period that would significantly limit the quantity or the continuity of practice lessons, pre-service teachers should contact the UNSW Professional Engagement course co-ordinator. Where the co-operating teacher is 'on strike', the pre-service teacher cannot undertake practice teaching duties.

### **CO-OPERATING TEACHER**

The co-operating teacher is receiving no payment for acting in this role, and this needs to be respected.

The co-operating teacher has the overall responsibility for the supervision of the pre-service teacher. It is also hoped that the volunteer co-operating teacher will take on a mentoring role with the pre-service teacher. It is expected that the co-operating teacher will model quality teaching and learning practice including a knowledge of subject content to be taught and how students learn, of effective planning, programming and student assessment, and effective interpersonal and communication skills.

The Co-operating Teacher is expected to:

- Understand the pre-service teacher does not assume duty of care of students and that consequently overall supervision responsibility is always exercised by the co-operating teacher
- Sign the attendance sheet at the end of the placement and comment on the level of professionalism displayed
- Encourage and support the pre-service teacher throughout the placement
- Make an effort to ensure that the pre-service teacher has a broad and worthwhile professional engagement placement.

### **THE PRINCIPAL**

When pre-service teachers are allocated to a school they come under the administrative responsibility of the Principal and under the direction of the staff to whom the Principal delegates responsibilities. S/he has executive responsibility for matters of educational quality and equity in the school. The detail of your Professional Engagement placement may be delegated to another member of the school executive or your co-operating teacher.

S/he ensures that co-operating teachers have the necessary experience and skills to fulfill their role. S/he ensures school staff are aware pre-service teachers completing Professional Engagement are not to be given sole responsibility for supervising students and that co-operating teachers continue to have Duty of Care responsibilities. Pre-service teachers must not be asked to stand in for absent teachers.