

Supervising Teacher Report - UG CONSOLIDATING - EDU3001 (3-5 year-old setting) 2024

Respondent: _____

Campaign Name _____

Student: Student Name (Code)

Agency: Agency Name

Placement Date:

Placement Result: Placement Result

Experience: Experience

Allocation Group: Allocation Group Name

Duration: 20 Days Experience

As a supervising teacher you are required to complete a report at the end of each placement, providing an assessment of performance in a number of key areas and comments as an elaboration of that assessment. The report should be discussed with the PST and the acknowledge box should be ticked by both the supervising teacher and the pre-service teacher. Where 2 supervising teachers were mentors, both should complete the report together.

Please verify the total days completed are as reflected in the report. Where total days shown are incorrect, contact the placements team, education.placements@latrobe.edu.au, to advise of the correct total days before completing and submitting this report. The report will be updated with the correct dates/days to allow submission.

It is essential that the supervising teacher report is completed as soon as possible. It indicates whether a pre-service teacher has attained satisfactory skills in the relevant areas, which is a hurdle requirement of the subject, and without it, a grading cannot be made.

The report should be completed with the pre-service teacher **before** the pre-service teacher leaves and submitted to the University promptly. Once the report is submitted, the Student Placement Coordinator will need to complete the Supervision Claim Form and email this to education.placements@latrobe.edu.au

All fields marked with an asterix * are required fields. Comments are optional.

SECTION: Setting Undertaken

Confirm setting where placement undertaken.

Placement was undertaken in a Sessional Kindergarten or ELC Kindergarten Room (Required field)

Options

Yes

SECTION: Professional Knowledge

Please assess the pre-service teacher as **CONSOLIDATING** at a mid-point of their course with developing skills.

Use the following ranking for your evaluation:

M- Meets expectations. **D** - Does not meet expectations. **N/A** - Not applicable

Participates effectively and appropriately in a Kindergarten setting

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Uses relevant curriculum documents to support planning and assessment processes

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Designs individual/group learning experiences based on the children's interests and capabilities

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Understands impact of the diverse needs of children and applies this to planning

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Responds to the legal and ethical requirements for working with parents & children

Options

Meets expectations	
Does not meet expectations	
Not applicable	

NOT FOR SUBMISSION

SECTION: Professional Practice

Is able to interact effectively with kindergarten children and their parents

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Writes detailed and meaningful observation notes as a basis for assessment and planning

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Plans for a safe but challenging environment for all children

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Uses assessment as an indicator of strengths, achievements and ongoing progress

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Employs materials, resources and technologies effectively to promote learning

Options

Meets expectations	
Does not meet expectations	
Not applicable	

NOT FOR SUBMISSION

SECTION: Professional Engagement

Responds to advice in order to develop teaching approaches and strategies

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Demonstrates effective organisational and administrative skills

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Shows initiative, is willing to accept responsibility

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Works with the kindergarten team to provide an optimum learning environment for children

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Communicates well with parents and staff

Options

Meets expectations	
Does not meet expectations	
Not applicable	

Is reliable and punctual

Options

Meets expectations	
Does not meet expectations	
Not applicable	

SECTION: Overall Rating

What is your overall assessment of this pre-service teacher? Please mark the appropriate box.

Overall Rating (Required field)

Options

Meets expectations	
Does not meet expectations	

SECTION: General Comments

Strengths

Areas that need improvement

SECTION: Supervising Teacher (Acknowledgement)

Supervising Teacher Name(s)

Acknowledge

SECTION: Pre-Service Teacher (Acknowledgement)

Supervising Teacher to acknowledge in the presence of and on behalf of Pre-Service Teacher.

Acknowledge

NOT FOR SUBMISSION