



TRAINEE TEACHERS POLICY

Rationale

To maintain a professional and consistent approach to trainee teachers working within our school.

Policy Statement

1. To keep the needs of children paramount
2. To meet the needs of trainee teachers
3. To establish an effective, professional working relationship between all staff, trainee teachers and children
4. To encourage the trainee teachers to make the best possible use of their professional trainee and practical experience in schools
5. To promote our school as a school with which trainee teachers wish to be involved
6. To allow the trainee teachers to feel part of the 'whole' staff

College Teacher – Policy Guidelines

Introduction

Trainee teachers to be welcomed at the first morning tea and first full school assembly. Trainee teacher's names, with associate names to be listed on the whiteboard in the staff room.

Associate to introduce trainee teachers to staff.

Induction

The staff handbook is to be handed to the trainee teachers at all initial contact.

Dress

Tidy grooming is expected.

Hours of Work

Trainee teachers should arrive no later than 8.00 am and remain until at least 3.30 pm.

If attending university lectures, another appropriate time to discuss with associate needs to be found – e.g. lunch breaks, early mornings.

If ill and unable to attend, the trainee teacher must ring the school before 8.00 am.

Meetings

First and second year trainee teachers are expected to attend at least one staff meeting and at least one team meeting. Associates are to check that the staff meeting is not a closed meeting.

Final year trainee teachers are expected to attend all staff and team meetings.

School Equipment

Trainee teachers are to familiarise themselves with all equipment and if in doubt consult the associate.

Photocopier use – only with associate approval and training, for class use only. Personal use for photocopying arrangements for payment is to be made with the Executive Officer.

Discipline

Trainee teachers in the school are seen as teachers and therefore have the same status as other teachers in the school. An equal professional responsibility is expected.

Official Documents

Trainee teachers are asked not to remove any official documents from the school. Any documents used for professional study must have the name deleted. Trainee teachers are encouraged to read the Individual Educational Plans. Any evaluative recording completed by the trainee teachers should be at the discretion of and in consultation with the associate. Official documents photocopied for professional studies must have the names deleted to ensure confidentiality.

Reports

Associates are to discuss the report form with trainee teachers before the section begins, during mid-section and at the end of the section.

Associates are to have reports finished and handed in to the Principal by Wednesday of the last week.

Associates are advised to photocopy reports for their own records.

School/College of Education Liaison

When encountering difficulties with trainee teachers, associates are to inform the Principal first, then directly contact the TE advisor (or equivalent) concerned themselves. The TW Adviser's name appears at the bottom of the Section Brief.

Principal/College Teacher Liaison

Section Briefs state the number of meetings with the Principal.

Parents

Trainee teachers are not expected to take responsibility for reporting to parents. Questions of a professional nature are to be referred to the associate.

Extra Curriculum Activities

Trainee teachers are encouraged to offer skills and to let their associates know of any areas where there is a professional need.

Visits to Other Classes

Associates are encouraged to arrange visits to other classes, as deemed suitable to meeting the needs of trainee teachers.

Staff Room/Social

Trainee teachers are welcomed and encouraged to participate in all social activities.

Smoking

Trainee teachers will be made aware of the school's 'non-smoking' policy.

Reviewed by the Board: 11 August 2025

Next Review: August 2028
