

PROFESSIONAL EXPECTATIONS OF PRE-SERVICE TEACHERS

Pre-service teachers as members of school staff

Pre-service teachers on teaching practicum are effectively members of the school staff. They are professionally responsible to the principal, subject to the same regulations and sharing the same professional commitments as other staff members, where this is appropriate. Pre-service teachers should contribute to the costs of tea, coffee, and photocopying for personal use, if asked to do so.

Confidentiality

Pre-service teachers are reminded of the need for confidentiality when dealing with information about children and of the need to practice professional ethics in relating to individual teachers, children, and the school in general. Pre-service teachers need to be aware of their professional responsibilities, particularly in relation to confidentiality and being ethical whenever they are in the company of others.

Absences from practicum

Pre-service teachers must inform their Associate Teacher and the school by telephone before 8.00 a.m. if they are going to be absent. Absences must be recorded on the cover of the *Profile and Report* folder. Following absences, for whatever reason, pre-service teachers may be required to work additional practicum days in order to meet requirements. Teaching practicum is not a matter of completing a certain number of hours but about developing and demonstrating the skills and qualities of a graduating teacher.

Absences of 3 days or more require a medical certificate or appropriate documentation to be given to the Practicum Office.

It is strongly advised that pre-service teachers do not continue outside paid employment during practicum. Teaching practicum is a full time responsibility and requirements cannot be altered to accommodate paid employment.

Expected hours of work

Pre-service teachers are expected to be punctual, and work the same hours as other teaching staff, and should be prepared to allocate time to discuss their programme each day with the Associate Teacher. They are expected to do playground and other duties, attend staff meetings, assist with sports teams, cultural activities and related school-wide activities, where and as appropriate.

Professional Dress

Pre-service teachers are expected to dress 'appropriately' and present themselves in a professional manner. Schools may have dress codes that exclude jeans, jandals, body piercing ornaments, which students are expected to adhere to.

Familiarity with school policies

Pre-service teachers should ensure that they are familiar with the school's policies and practices for managing children's behaviour, and for health and safety issues, including playground accidents. Pre-service teachers need to be clear about the use of and safe practices for digital devices, including personal phones.

* Mobile phones should be turned off during teaching periods and only accessed during teaching breaks for personal communications.

Failure to meet practicum requirements

Under the managed entry criteria for admission to initial teacher education programmes (see University of Waikato Calendar), pre-service teachers who do not meet the requirements of a teaching practicum will need to appeal in order to repeat the practicum and continue with the programme. This may involve re-enrolment in the relevant Professional Practice paper. The Practicum Progress and Review Committee consider all practicum reports from both the school and the evaluative lecturer, before awarding a Pass or Fail grade for each practicum.