



Mentor Support Programme
for
Beginning Teacher

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Check-list to prepare for the Term /Semester

Guidelines

1. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues
2. Works cooperatively with school administrators, special support personnel, colleagues, and parents
3. Maintains lesson plans as required by school policy
4. Maintains accurate, complete, and appropriate records and files reports promptly
 - All Class lists written in planner for each class
 - Daily planning sheet filled out for at least 6 weeks of the term (with each lesson every day filled in) with public holidays and College events written in
 - Print and have ready for first PC – Prayer Roster – Roll Roster – Uniform Roster – for the entire term or semester – your choice *copies can be obtained from Coordinator if needed.*
 - Term Planner somewhere in the Room for PC Group to see, or ensure College Calender is displayed
 - Prepare and infringement tracker for your PC students - e.g. (should have 10 columns for date & reason)

Name	Date	Reason 1	Reason 2	Reason 3	...	Reason 10

- Ensure that the student using each locker is documented – e.g. Locker 1 -

Check-list of Daily Responsibilities for the Pastoral Care Group (each day all of these must be completed every day)

Guidelines

4. Demonstrates communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel
5. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications
6. Adheres to school and local school system procedures and rules
7. Conducts assigned classes at the times scheduled
8. Enforces regulations concerning student conduct and discipline
9. Demonstrates timeliness and attendance for assigned responsibilities

MORNING

- Be prompt and on time to PC Group time
- Daily uniform check – including if student is wearing correct uniform, jewellery and make-up and hair – Ask student who is not meeting college guidelines – Do they have a note? Is there a valid reason for this today? Can they get a note? If you aren't satisfied with the answer and there is no valid reason for the student being out of uniform – issue an infringement and document in the infringement tracker
- Take Roll yourself – students cannot complete this task as it is a legal document
- Get students to say a valid and reasonable Prayer - discourage them treating this as a chore and encourage creativity – *PC Coordinator or RE Coordinator can provide support and texts to help with this*
- Ensure that the Notices are read clearly and heard by all students. Only once notices are read are students wanting to hand in assignments or visit the IT services can leave – they must stay for the notices and prayer
- MONDAY MORNINGS - are either Whole school assembly or House assembly – encourage students to drop bags, and grab chairs to move promptly to the venue – complete Roll at venue and sit with your PC group during the assembly

- Give support to students you think may need help with organisation and use this time to get to know students and how they work
- At least once a month in extended PC Group time – take students to your allocated clean up area and do a check of the area and clean it up – *copy of your area is available from Deputy Principal and PC Coordinator*
- Organise activities that the students can do once organised in PC time – e.g. games, art, take them outside for a game of handball, Locker neatness check, lock check, hat and jacket check if have them on them and if they are named – this is usually done in extended time on a Wednesday. Each day on the yellow sheet there is a PC Focus written, this can be a very good guide to ensure that you have covered everything with your students
- Collect notes and permission forms from the students and place in Roll folder for return to the office
- No money is to be collected from students for fees or bills for excursions – direct the students to the office
- Do not let students leave homeroom unless visiting a teacher and please check it is prearranged before they are permitted to leave.
- Ensure students leaving the College during the day see the coordinator for a pass out AFTER notices and prayer – e.g. passout

AFTERNOON

- Be prompt and on time to PC Group
- Ask students who got an infringement that day - document it in the infringement tracking sheet
- Issue Wednesdays Detentions once Student reaches 10 Infringements the day after the student receives their 10th infringement - *call parents to inform them of this and discuss strategies with them to manage the behaviour in the future*
- Take the roll yourself – Roll should have been collected by the student from the roster that you have prepared earlier
- Distribute notes, newsletters and drafts from other teachers to the students
- Students remain in the PC room until the bell – it is not acceptable to have the students lining up at the door – use strategies to dismiss them, it is preferred they students are sitting when the siren goes and they leave once the teacher has given permission e.g. girls first,

boys first, juniors, seniors – this reduces congestion, risk and any chance of bullying in the dismissal.

- Please note students for the Mt Larcom bus leave 4 minutes earlier to catch their bus, they must not leave College grounds before 3.20pm
- Students are permitted to collect cooking at this time but they must come to PC group first, have name checked, collect food and return to PC Group – ensure that students do not leave early
- It is not permitted to let students change for work or to leave PC time early unless they have a passout
- Ensure any late student has signed in through the office, if they do not have a late slip, redirect them to the office to get one before you let them enter the PC Group.

OTHER DUTIES

- If a student is absent for more than three days in a row the parents must be called to check the student is ok, and support the student. You communicate the conversation to the office and PC Coordinator
- Call any new student's parent one week after entry to the college to discuss settling in and their child, take this opportunity to introduce yourself
- Any student late to school, must provide a written note explaining the reason for this. You must file these notes and inform office of receipt of the note. Three unexplained 'lates' in one week results in a Monday Lunch detention – inform PC Coordinator of this on the day of the third late
- Check email everyday

Suggested Preparation for Classes with regards to behaviour management

Guidelines

10. Attends and participates in faculty meetings and other assigned meetings and activities according to school policy
11. Demonstrates professional practices in teaching
12. Models correct use of language, oral and written
13. Demonstrates accurate and up-to-date knowledge of content
14. Implements designated curriculum
15. Assigns reasonable tasks and homework to students
16. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order
17. Takes precautions to protect records, equipment, materials, and facilities
18. Demonstrates appropriate personal contact while in performance of school duties

On the first lesson

- Have a pre- prepared seating plan. Alphabetical is a good start
- Ensure students line up in pairs outside your room
- Take a lesson to establish rules and consequences and rewards to be used in your classroom
- Make sure that the rules of the classroom are displayed for the students to see – e.g. poster , get students to make posters of the agreed upon rules in your classroom – involving students in the rule making process is a positive way to complete this and make the students responsible for their behaviour.
- Chanel College supports a 3 warnings - then consequence issued system of behaviour management – as can be found in the behaviour management plan

-ensure that your students know this and explain how they will be communicated to if they have been warned.

For example - Role play this with them on the first lesson and use these words when dealing with behaviour management in the future,

- 1) **Student name**, this is your first warning, please change your behaviour and stop getting out of your chair /(insert behaviour) as it is breaking a classroom rule. Our rules are written on the board here.
 - 2) **Student name**, this is your second warning , return to your seat please
 - 3) **Student name** – You have not changed your behaviour and I have given you two warnings – this is your last warning, if you get out of your chair(insert behaviour) again , I will be issuing you with an infringement and a yard duty for first break today/tomorrow.
Thank you
- Remove the student from your room/cease teaching them, as a last resort – the student must get three chances every lesson and must start with a clean slate each lesson . You should be communicating with the PC Coordinator every time a student is excluded from your classroom.
 - Once rules are established, and the students are behaving in a manner acceptable to you and to Chanel College standards, start delivering your curriculum.
 - Ensure that you document each child that leaves your room during class time in their diary with time and location on the days date
 - If sending a student to sick bay – it must be documented in the diary – however in emergencies and other situations this can be overlooked when considering the safety of the child – when sending a sick child – send a student to accompany them and call 712 to inform you have sent a child to office.

JR's Hints for Happy Teacher/ Happy Student medium at Your School/College:

- ✓ At the beginning of each lesson outline the lesson to the students and write main activities in a corner on the board 1) think pair share 2) 20 minute video 3) journal writing
- ✓ Ensure activities are not too long in duration - generally in a 55 minute lesson there are 2 x 20 -25 meaningful activities with a summary and short introduction – this can change for senior students, use your judgement

- ✓ If you set homework – which is advised – CHECK IT and write in diary when it is not completed, get parent to initial that they have seen this. Observe each students diary when homework issued that it is documented in diary – do not let students leave the class unless homework is in diary – document each time you check homework in a planner or excel worksheet
- ✓ Catch the students being good – celebrate wins and provide incentives and rewards for positive behaviour – stickers, stamps, raffles, notes in the diary – homework pass -
- ✓ Deal with inappropriate behaviour quickly, professionally and with respect for the student - after class is often a good idea to talk to individual students regarding repeated behaviours
- ✓ Consistency and fairness is a key to a happy classroom
- ✓ Do not enter into arguments with the students – you are the adult in the situation and should behave as such – use body language, verbal cues and deal with these incidents after class or ask student to see you at lunch to discuss this issue, because it is so important you would give up your lunch to talk to them, as you have important curriculum to deliver to the remaining students
- ✓ Take an interest in the students and their talents
- ✓ Communicate with parents early with your concerns or with praise for their child
- ✓ Take anecdotal notes on a regular basis, build a profile of students in your class
- ✓ Listen to the students concerns and respond to them fairly and firmly
- ✓ Be respectful when speaking to the students, use your manners and be careful of tone
- ✓ It is advised to never yell
- ✓ Ensure that any student on an IEP, or who has special needs, are being catered for
- ✓ Vary your teaching strategies
- ✓ Speak to Pastoral Care Teachers if you have concerns about a student, a chat from a PC Teacher can do the world of good for you
- ✓ Always email the PC coordinator with any incidents ASAP – you don't know what is happening in other classrooms – it is important to keep communication up