

Guidelines for Class Teachers in the Year 1 Observation TP School

These Guidelines will assist Class Teachers in the Y1 Observation TP schools to support the Year 1 Student Teachers during their Y1 TP.

As a Class Teacher who has been assigned a Y1 Student Teacher, you will be a role model, demonstrating professional knowledge, competency and commitment to teaching. You will ensure that the Student Teacher receives the support needed to carry out the activities prescribed for Y1 School Observation TP.

These Guidelines align with the activities described in the Student Teacher Handbook, aimed at improving the quality of Teaching Practice. The Student Teacher Handbook provides Student Teachers with topics and activities for each of the 10 days of the School Observation TP following a “Plan Together, Do, Reflect Together” model.

Outline description of Y1 School Observation TP Activities

The Y1 Observation TP is the first opportunity in the DBE programme for the Student Teacher to experience the reality of a school environment and classroom teaching situation. The College Tutors will provide the Y1 Student Teachers with Pre-Observation TP activities during their on-campus classes, as described in the Student Teacher Handbook.

Each Student Teacher will carry a “Teaching Practice Journal” with them throughout the 3-Year DBE programme as a record for planning and assessment purposes. As Class Teacher, you will encourage the Student Teacher to maintain the TP Journal following the instructions given in the Student Teacher Handbook.

NOTE: for assessment purposes you, as Class Teacher, will have to write a brief comment, append your signature, and date the Student Teacher’s TP Journal for each of the ten days of the Y1 School Observation TP. The College will check and verify the Student Teacher’s TP Journal during the Post-Y1 Observation TP session in the college.

Actions to be taken by the Class Teacher during the Y1 School Observation TP

1. Be regular and punctual to school, as a role model for the Student Teacher.
2. Familiarise yourself with the topics in the Student Teacher Handbook.
3. Discuss with the Student Teacher the activities given in the Handbook for each day of the TP.
4. Assist the Student Teacher to become familiar with the School Organisation: for example - the timetable for the school day; map of the school; school routines that pupils do each day such as cleaning the compound and attending school assembly; classroom arrangements and school rules, dress code for teachers and pupils, school discipline, etc.
5. Encourage the Student Teacher to record relevant issues and activities in their TP Journal.
6. Demonstrate strategies of stimulating and sustaining pupils’ interest in a lesson. For example in the use of interesting and relevant activities, and by providing positive feedback to all pupils.

7. Demonstrate participatory teaching techniques and effective classroom discipline that avoids the use of corporal punishment
8. Reflect together with the Student Teacher briefly at the end of each day and at the end of the ten-day Observation TP.

What should the Student Teacher look for while observing a lesson?

The Y1 Student Teacher who has been assigned to you will observe your lessons and classroom activities during their 10 day Observation TP. They will be seeking answers to these questions:

- a) How do the pupils come into the classroom?
- b) What does the teacher do at the start of the lesson? For example helping the children to settle, marking the register, gaining pupils' attention, teacher strategies to reduce Teacher Talk Time (rTTT), checking pupils' home work/assignments, etc.
- c) What does the teacher do during the lesson? For example organising the class, making the lesson pupil-centred and activity-oriented, distributing questions between girls and boys, etc.
- d) What does the teacher do at the end of the lesson? For example giving exercises, marking pupils work, giving feedback, lesson summary, tidying up the classroom, etc.
- e) Are there differences in participation of the boys and the girls in the class?
- f) How does the teacher assess learning needs?

How to Plan a Lesson – points you should discuss with the Student Teacher

Share your prepared lesson plan with the Y1 Student Teacher and encourage them to study each section of the plan:

Topic/Sub-Topic for the lesson;
 Statement of Objective(s);
 Relevant Previous Knowledge (RPK);
 Teaching Learning Materials (TLMs)/use of ICT;
 Teacher Learner Activities;
 Subject Pedagogical Knowledge;
 Lesson Summary;
 Pupil Exercises.

After the observation lesson has been taught, undertake a reflective evaluation of the outcome of the lesson with the Student Teacher through discussion on each of these questions:

- What went well in the lesson?
- What challenges did I experience?
- Are there things I could have done differently?
- How can I build on this lesson to make future lessons more successful?

Good Classroom Communication Skills: Demonstrating Effective Use of Question and Answer Sessions

Demonstrate the effective use of questioning skills to elicit pupils' views in the lessons that your Student Teacher observes. Involve girls and boys, less able and high achievers equally in the Q&A activities.

Organise a co-curricular activity for the Student Teacher to observe:

Provide your Student Teacher with opportunities to experience any co-curricular activities taking place in the school during the Y1 Observation TP. For example sports and culture activities, or club meetings.

School Leadership

Guide the Student Teacher to observe school leadership skills of the Head Teacher, senior teachers and pupils during assembly and in other activities throughout the school week.

Thank you for sharing your experience to support the new student teacher.



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