

MENTOR GUIDE

Sector: Secondary
Level: Beginning

PROFESSIONAL EXPERIENCE LEVELS



BEGINNING

Individual and small groups, team teaching



CONSOLIDATING

Team teaching, planning and delivering individual lessons.



GRADUATE

Graduate expectations fulfilled through completion of placement.

i [CLICK HERE TO FIND OUT MORE](#)

Visit the Monash Course Maps for more detail about the knowledge, skills and experiences included in the course.

WHAT IS EXPECTED OF THE PRE-SERVICE TEACHER (PST)?

Throughout this professional experience the PST will work towards teaching at a [beginning](#) level.

01. TEACHING

- Throughout this professional experience, develop teaching capacity by actively leading some classroom learning.

02. PLANNING

- Plan for learning including different teaching and assessment strategies.
- Use a range of resources (including ICT) to engage learning.
- Identify and reflect on classroom management strategies.

03. RELATIONSHIPS

- Develop positive relationships in order to support students.
- Identify students' needs and use these to help them learn more effectively.

04. FEEDBACK

- Seek and respond to feedback and maintain a reflection journal.

05. ROLE

- Take on the role of the teacher both in and out of the classroom setting.
- Display a positive attitude while being involved in all aspects of the school day (eg. meetings, yard duty, co-curricular programs etc.)

06. INITIATIVE

- Always actively participate, observe and support the mentor teacher in classroom activities and the wider curriculum.
- Participate in professional conversations and professional learning.

07. EXPECTATIONS

- Be aware of and adhere to school policies and guidelines.
- Demonstrate a theoretical and practical understanding of school and government policies including the VIT Code of Conduct and Ethics, and the Child Safe Standards.

08. DOCUMENT

- Document lesson reflections, coaching conversations with Mentor and other feedback in the Monash Reflection Journal.

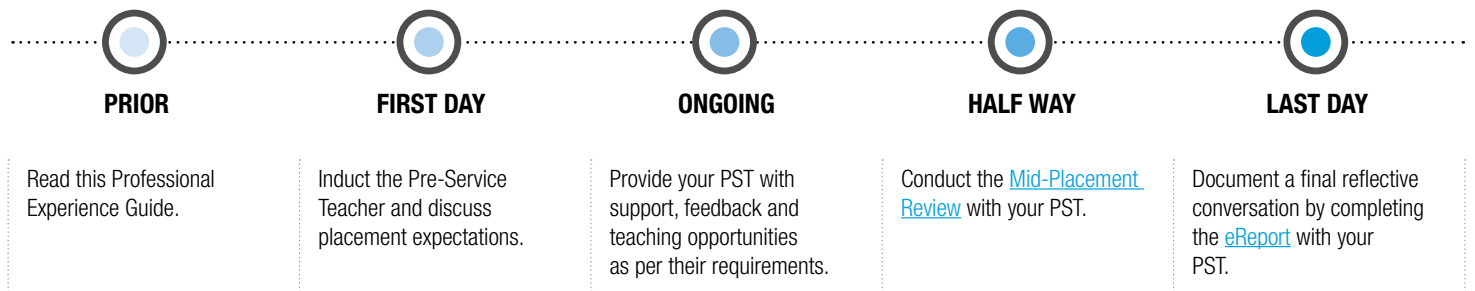
Note: These expectations are a minimum. Where your PST shows readiness their capacity should be further developed along the following teaching continuum:

Individual and small groups > team teaching > planning and delivering individual lessons > Working towards graduate standards.

i [CLICK HERE FOR A SUGGESTED WORK BREAKDOWN](#)



WHAT IS EXPECTED OF A MONASH MENTOR?



ASSESSMENT: HOW DO I COMPLETE THE REPORTS?

STEP 01	Access the Monash Mentor Hub
STEP 02	Find the Reports Page
STEP 03	Find the relevant report: - Mid-Placement Review - Half Way - eReport - Last Day
STEP 4	Launch and complete the report

See the [Mentor Hub](#) for the two reports for teaching placements: the Mid-Placement Review (halfway through) and the eReport (the last day). The Mentor Hub provides explanations, links to both reports, details on the Australian Professional Standards for Teachers (APSTs) used for assessment, FAQs, and support.

[CLICK HERE TO ACCESS THE MONASH MENTOR HUB](#)

WHERE DO I GET SUPPORT?

The Professional Practice Consultants team are teachers who are here to help. Please contact us as soon as possible if you have any questions or concerns regarding your PST.

Professional Practice Consultants (PPC)
'Teachers supporting teachers'

T: (03) 9904 4476
E: edu-ppc@monash.edu

MENTOR PAYMENT

Claiming payment- Your Organiser of Teaching Placements usually does this.

If you have any queries regarding payment please contact:

T: (03) 9904 4476
E: edu-peo@monash.edu