

## Duties of the trainee in placement

## PCET Partners

At Birmingham City University our aim is to develop highly skilled teachers who are:

### Committed to:

- Being outstanding teachers
- Creating a vibrant learning environment in which all learners will thrive
- Addressing the needs of all learners and their communities
- Taking responsibility for their own professional development and learning
- Developing excellent subject and pedagogical knowledge

### Creative in:

- Engaging, inspiring and motivating all learners
- Informing learning and teaching through research and evidence
- Overcoming disadvantage and barriers to learning
- Reflecting on the impact of their professional practice

### Confident to:

- Act as leaders of learning
- Respond flexibly and proactively to change
- Communicate effectively with all partners in learning
- Accept responsibility and be accountable for their professional actions and decisions.



Trainees are not expected to be fully competent teachers until towards the end of their training and they need to experience the agonies and triumphs of learning to teach, preparing and planning, organising work, evaluating and assessing in a supportive and challenging teaching environment. The course has been designed so that, from the beginning of their training, Trainees will be developing their skills in lesson planning, the setting of aims, objectives and outcomes, learning theories and techniques, and so on. This experience will develop throughout the course and aims to develop a degree of expertise in our trainees across the broad skills base required of teacher in post-compulsory or lifelong learning sector.

### A summary of our expectations of Trainees includes:

Trainees are expected to attend all taught sessions in the faculty/college and carefully read all the information they are given to prepare themselves for their placement.

Trainees must attend timetabled tutorials in the faculty/college and prepare for these.

Following the initial meeting with their Professional Development Tutor (PDT), trainees should work towards meeting their agreed targets and accumulate appropriate evidence.

## Duties of the trainee in placement (continued)

## PCET Partners

Trainees should file their evidence towards achieving the Professional and Minimum Core Standards, which can be found in the PDP documentation and Skills Audit, in a loose-leaf ring binder and systematically accumulate evidence from a range of sources towards the achievement of the Professional Standards.

Trainees should ask Mentors and Professional Development Tutors (PDTs) to sign the evidence in their portfolio on a regular basis, and are responsible for ensuring that their portfolio follows university/college requirements, is kept up-to-date and is available for scrutiny by their Professional Development Tutors (PDTs) and Mentors at all times.

Trainees should act upon advice given and targets set by PDTs, Mentors and tutors and must follow guidelines for the professional behaviour expected by colleges, schools, prisons or training organisations.

They should:

- Arrive at their placement in plenty of time, and not just as the bell goes/class begins. Good attendance and punctuality facilitate a calm and well-focused start and help establish the right working environment;
- be well organised and plan ahead;
- act in a professional manner in all areas of the school, college, organisation, or prison;
- be particularly mindful of the need for confidentiality, using tact and diplomacy at all times;
- seek and act upon advice. Trainees are not expected to know everything but are expected to ask for guidance;
- be flexible;
- dress appropriately, observing and following dress codes;
- become familiar with the organisation's routines, procedures and policies, such as those regarding Safeguarding and Health & Safety;
- be able to negotiate appropriate learning opportunities for themselves;
- keep up-to-date with their subject(s) knowledge, ensuring that they are competent in the delivery of required information for their learners;
- be responsible for their dealings with students/pupils, including the passing on of information to the appropriate party and being accountable for their actions;
- work well in a variety of teams, contribute and take their turn;
- attend all appropriate meetings (pastoral, subject, staff, parents and/or employers as appropriate);
- communicate clearly and appropriately with students, peers and colleagues;
- maintain a sense of humour and proportion;
- develop healthy and appropriate working relationships with students/pupils and staff;
- learn to defuse difficult situations, by maintaining a wide view of all situations and avoiding confrontation.

For further information contact the PCET Partners team at [pcet.partners@bcu.ac.uk](mailto:pcet.partners@bcu.ac.uk)