

End of Week 1 Questionnaire

One way to improve the quality of a professional experience placement is to collect the pre-service teacher's (PST) opinion on how the classroom and school experience is going for them early in their placement.

Who implements this strategy

Professional experience coordinator (PEXC) or school executive.

How is it implemented?

- The PEXC emails the confidential 'end of week one survey' to the PST at the end of their first week of placement and asks them to return the completed survey by Monday of their second week of placement.
- Any follow up will occur early in the second week of placement and will be initiated and lead by the PEXC.

Variations:

- Have a face-to-face meeting with the PST at the end of Week 1, using some or all of the survey questions to guide the professional conversation.
- Use an online software tool to collect the survey results e.g. Google forms.
- Provide a paper copy of the survey to the PST to complete and return.
- Choose only the most relevant questions and email those to the PST.

What are the benefits of implementing this strategy?

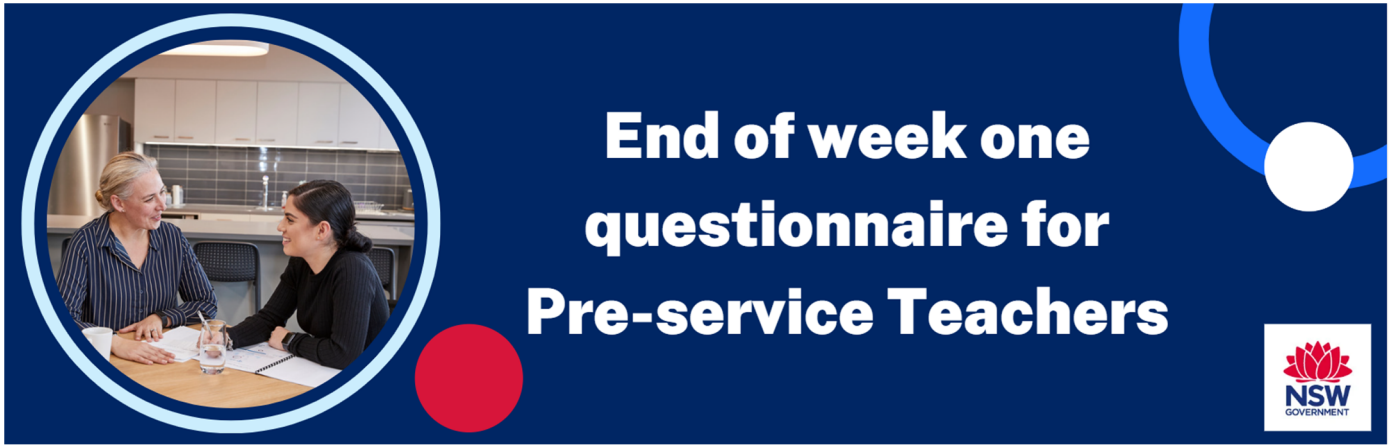
- If the PEXC collects PST opinion early and identifies an unresolved issue (most commonly an IT problem), then the PEXC gets a chance to work with the PST to find a solution or they respectfully make some adjustments to the placement if necessary.
- The PEXC can identify and support a supervising teacher if they need further professional learning or development in a specific area. E.g. How to use the graduate teaching standards as a framework for the PST's continuous improvement journey.
- The ideas and features in this survey can be seen as a model of good practice in organising placements and how supervisors can conduct pre and post lesson observation conversations.

Outcomes

- A layer model of support is provided to the PST, making them feel known, valued and cared for.
- If a few adjustments are needed at the start of week 2 of placement, this supports a better quality in school experience for the PST.
- A supportive working environment encourages a PST to return to that school for employment as a beginner teacher.

Success indicators

- An indicator that the strategy is working as intended: PST reports feeling well supported throughout their placement, with clear communication channels and avenues for raising issues early.
- An indicator that the strategy is not working as intended: PST reports at the end of their placement that there have been issues from the start, but they did not raise them because they didn't know how to or who to talk to. The PST was worried it would lead to their supervising teacher not passing them on this placement if they raised a concern.



Please be aware that any issue arising will be respectfully followed up with the Professional Experience Coordinator.

Q1) Name:

Q2) Which email address are you consistently using during this placement?

Q3) Who is your supervisor(s)?

Feedback on the school induction

Q4) Please indicate your responses to the following questions:

Strongly Disagree Disagree Agree Strongly Agree

Communication with the school prior to the placement was adequate.

I was greeted warmly and welcomed on my first day.

The tour of the school was helpful and as a result I was able to find my way around the school more easily

Meeting key staff (Principal, Office Staff, other colleagues) has been helpful.

The induction session with the Professional Experience Coordinator was informative and worthwhile.

The information folder including staff list, school map, policies and information sheets was valuable.

Strongly
Disagree

Disagree

Agree

Strongly
Agree

The information folder was adequately explained, and I felt comfortable to ask questions.

Having school keys and a desk in my supervisors' staffroom has been beneficial.

I feel comfortable asking questions to a range of staff in the school.

Knowing where and how to access all relevant resources has been helpful.

Being able to access the school computers, printers and Sentral has been beneficial for my planning.

Accessing the DoE network has been valuable.

Q5) Outline other school experiences you have had in your first week:

Q6) Are there any other experiences you would like to have while here?

Feedback on your Supervising Teacher

Q7) The follow questions relate to the feedback practices and strategies of your supervising teacher.

- Outline what happened in one of your lessons, where your received constructive feedback.
- Provide 2 examples of the feedback you received.

- What were the suggested improvement strategies discussed?
- Has the feedback, so far, been consistent and fair?
- Will the feedback practices and strategies of your supervising teacher help support you to achieve your professional experience goals? Please explain.

Q8) In your lesson plan review or pre-observation meeting did your supervising teacher:

Yes No

Allow you to explain your selection of learning/teaching activities?

Use open ended questions to allow you to identify areas for improvement?

Offer suggestions to improve the delivery of your lesson?

Q9) During your post-observation feedback session, did your supervising teacher:

Yes No

Complete this feedback session within 24 hours of your lesson?

Discuss the lessons impact on student learning?

Use open ended questions to allow you to identify areas for improvement?

Offer suggestions to improve your practice and /or student learning?

Provided you with written feedback

Q10) Do you feel comfortable to experiment with different strategies?

Why/ why not?

Feedback on professional engagement opportunities.

Q11) Has the University Liaison Officer/ Tertiary Supervisor arranged to visit?

No

Yes

Q12) Have you attended any professional learning meetings / Beginning Teacher (BT) Induction sessions or observed other classrooms?

No

Yes (Please specify below)

Q13) Have you been introduced to an Early Career teacher?

No

Yes

Q14) What has been the highlight of this week?

Q15) Identify what you could have done without?

Q16) Is there anything else you would like to add?

Please complete this survey by Monday afternoon of your 2nd week of placement.

Alternatively, if you would prefer to have a professional conversation, please let me know.