**ITE course and placement information for**

**schools and student teachers**

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| **University name** | **UNIVERSITY OF DUNDEE** |
| **Programme or course name**  as shown in student placement system | **PGDE Secondary** |
| **Year** | **1** |
| **Placement name**  as shown in student placement system | **Professional Practice 1** |

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| **Placement stages**  Summary of placement block including class, subject requirement and serial days | Focus on Senior Phase (S4-6) |
| **Date, duration and pattern**  Indicate the start and end date of each separate placement | 25th October 2021 until 3rd December 2021  Recall Day: Friday 5th November 2021 |
| **Placement requirements**  Brief outline of the purpose including summary bullet points identifying key aspects of the placement | During Professional Practice 1 students are expected to:   * experience a range of classes within BGE and Senior Phase, with a focus on Senior Phase; * demonstrate their ability to put into practice their knowledge of the relevant curricular area across S1-S6 with a focus on Senior Phase; * exhibit appropriate skills in planning effective learning experiences; * identify, evaluate and use a range of strategies in interactive teaching; * take responsibility for one year group in weeks 5 and 6.   Weeks 1-3  It is important for students to have the opportunity to co-teach some lessons with an experienced member of the department. This should amount to 2-3 lessons over the three weeks. How these three lessons are divided among the weeks depends on the student’s progress and development needs but see the following information as a guide.  Week 1-2   * Experience and begin teaching a range of classes from S1-6, one of which should be a class undertaking a national qualification where possible. * Co-teach at least one lesson/period per week. * Plan, teach, assess and evaluate at least one lesson with each of the timetabled classes by the end of this two-week period.   Weeks 3-4:   * Teach in a range of classes from S1-6, one of which should be a class undertaking a national qualification where possible. * Co-teach one lesson/period per week. * Plan, teach, assess and evaluate 8-10 lessons/periods per week.    Weeks 5-6:   * Teach in a range of classes from S1-6, one of which should be a class undertaking a national qualification where possible. * Take responsibility for one class in one year group. * Plan, co-teach/teach, assess and evaluate 10 or more lessons/periods per week. |
| **Tutor Visit/Assessment**  Provide information about the expected nature of visit and assessment including reports that schools need to complete and feedback to the university | There will be one summative visit from the university tutor in week 5 or week 6 of this placement. During this visit the tutor will observe the student teaching and will discuss the student’s progress with the mentor teacher.  Please note there will be two summative reports, one from the tutor and one from the school, as required to meet university requirements at this time.    The class teacher is asked to write a summative assessment report at the end of the placement and return to the email address given on the form  *Please note that occasionally the university tutor will be accompanied by an external examiner or an additional university tutor for quality assurance purposes. It is to be stressed that on these occasions the programme procedures and the tutor -* ***not*** *the student or school - are under scrutiny.* |
| **Sources of additional support**  Provide summary information regarding the communication in place for the university to support a student teacher who is experiencing professional and/or personal challenges during placement or where a school requires additional support with a student teacher. | The Professional Practice Handbook, school observation form and summative assessment form are available by following the link below:  [Partner Resources](https://www.dundee.ac.uk/esw/partner-resources)  The student’s university tutor will email the class teacher early in week 1 to share their contact details and placement information. The class teacher should contact the tutor if they have questions or concerns that need to be addressed.  In the event of the student’s tutor not being available, the Professional Practice Convener or the Professional Practice Administrators should be contacted (details given below). |
| **Contact information** | The PGDE Professional Practice Convener (secondary) is David Porter who can be contacted by emailing [d.z.porter@dundee.ac.uk](mailto:d.z.porter@dundee.ac.uk)  The Professional Practice Administrators are available by telephoning 01382 381532 or emailing esw-ed-professionalpractice@dundee.ac.uk  The School of Education Reception number is 01382 381400.  *Additional contact information can be found on the Student Placement System under your report page called ‘Show Local Authorities and Universities’ or refer to individual handbooks.* |