ROLES AND RESPONSIBILITIES OF SCM, CT & NIES

The School Coordinating Mentor (SCM), Cooperating Teachers (CTs) and NIE Supervisors (NIES) are vitally important to NIE’s school-based practicum programme. The professional guidance and help they provide to the student teachers during this school attachment are of great importance to the latter’s initial professional growth and development. A significant factor in the success of a student teacher’s supervised practicum experience is the kind of professional relationship established between the SCM, the CTs and the NIES. It is important that a sound team relationship be developed and that each member of the team is able to communicate openly and honestly with one another.

The CT roles and responsibilities are outlined below.

**Cooperating Teacher (CT)**

The key tasks of CTs include the following:

a) Help settle student teacher in by:
   - preparing your class(es) for student teacher to observe and assist,
   - arranging for a place in the Staff Room for the student teacher to do work and to make the student teacher feel welcome as a professional co-worker.

b) Acquaint the student teacher with:
   - school personnel and school buildings*,
   - school mission, policy, organisation and routines*,
   - school and classroom discipline procedures*,
   - teaching resources/materials/equipment*.

c) Assist the student teacher in preparing for classroom observation and teaching by:
   - confirming the teaching subjects and timetable*,
   - explaining the part of the syllabus to be observed and assisted by the student teacher,
   - supplying the student teacher with textbooks and workbooks,
   - acquainting the student teacher with knowledge of pupils,
   - explaining to the student teacher your expectations of pupils,
   - explaining the classroom rules and procedures already established,
   - familiarising the student teacher on the use of syllabuses and relevant schemes of work,
   - explaining to the student teachers the pastoral care duties of teachers,
   - arranging for the student teacher to observe you (and other teachers) in classroom teaching and management,
   - conversing with student teachers weekly on the topics assigned to the student teachers in their TA/TP1 tasks and completing the TA/TP1 checklist [for all non-final practicum only],
   - providing lessons for student teacher to teach [for ALL practicum].

d) Guide/Instruct the student teacher in classroom teaching and management by [for ALL practicum, except for BA/BSc(Ed) – TA and PGDE – TA]:
   - Advising the student teacher on lesson planning, lesson preparation and student management in the classroom, the marking of pupils’ work and keeping of records,
• providing feedback to the student teacher (after each lesson observation) by using the Assessment of Performance in teaching (APT) instrument to help identify areas of strengths and weaknesses, and suggest alternative approaches/strategies that can be adopted.

e) Observe lessons conducted by the student teacher [for ALL practicum, except for BA/BSc(Ed) – TA and PGDE – TA]:
  • See section on “The lesson observation-feedback cycle”.

f) Evaluate student teacher’s professional disposition by:
  • assessing the student teacher’s professional attitude/conduct (e.g. punctuality, courtesy, respect, integrity, collegiality, enthusiasm, commitment, etc.) and preparing a summative report on the student teacher
  • liaising with the School Coordinating Mentor (SCM) and to discuss the student teacher’s progress.

* These tasks may have been carried out by the SCM. However, the CT(s) may need to provide reinforcement on these matters.