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 SCM roles and responsibilities are outlined below.

**School Coordinating Mentor (SCM)**

The key tasks of the SCM include the following:

a) Overall in charge of practicum-related matters in school;

b) Main liaison person with the NIES:
   - on all matters pertaining to the practicum learning experiences and performance of student teachers in the school;
   - on cases of “student teachers at risk” that need closer monitoring and supervision;
   - on the Practicum assessment panel (chaired by the school principal) to decide on final grades to be awarded to student teachers at the end of the practicum.

c) Conduct briefing for induction of student teachers;

d) Conduct briefing for induction of CTs;

e) Oversee work of CTs & student teachers;

f) Facilitate observation of other teachers’ lessons;

g) Evaluate student teachers’ practicum performance;

h) Alert NIES the potential FAIL cases before the final assessment meeting

i) Verify and confirm with NIES the potential
   - DISTINCTION / FAIL cases before the moderation deadline [for all final practicum only]
   - FAIL cases before the moderation deadline [for BA/BSc(Ed) – TP1];

Civil servants can call in sick without Medical Certificate (MC) for 2 non-consecutive days. This policy applies only to NIE student teachers who are employees of MOE (but excluding returning teachers on professional development leave and student teachers on no-pay re-exam leave). For application of such unrecorded sick leave, student teachers have to email the SCM, copying NIES, before the start of school for that day and obtain the SCM’s written support. In addition, student teachers have to attach this written support to the completed NIE Urgent Private Affair (UPA) Leave Form and submit it to Office of Academic Administration Services (OAAS), NIE, for onward transmission to MOE.