Generic Roles and Responsibilities of the Cooperating Teacher (CT)

The CT is vitally important in the Practicum programme of NIE. Student teachers’ feedback show that the help received from CTs is an important element in the success of their Practicum. Specifically, the roles and responsibilities of CTs during the Practicum include the following:

1. Help settle student teacher (e.g., arrange for a working desk in the staff room, introduce student teacher to other members of staff, help make him/her feel welcome as a professional co-worker)

2. Acquaint the student teacher with school set-up.

3. Assist the student teacher in preparing for classroom teaching:
   a. Confirm within Week 1 teaching subjects and timetables.
   b. Explain the part of the syllabus to be covered by the student teacher, and confirm the lessons to be taught.
   c. Inform the student teacher of deadlines for school tests and projects.
   d. Supply the student teacher with textbooks, pupil workbooks, and CDIS teacher guides, schemes of work etc.
   e. Explain classroom and administrative rules & routines.
   f. Acquaint the student teacher with class profile.
   g. Make known to the student teacher your expectations of your pupils in their classroom work and behaviour, and homework.
   h. Arrange for the student teacher to observe you and other teachers teaching and managing the classes.
   i. Plan your observations of the student teacher teaching.
   j. Facilitate, where possible, the student teacher’s completion of NIE assignments.

4. Mentor the student teacher in his/her professional development:
   a. Monitor, guide and coach the student teacher through discussions, demonstrations and post-lesson observation conferences.
   b. Work closely with the School Coordinating Mentor (SCM) in developing the teaching skills and professional attitude/conduct of the student teacher. Alert SCM if student teacher is not performing well and develop strategies to help the student teacher.
   c. Meet periodically with the NIE Supervisor (NIES), supervision liaison officer between NIE and the school, and SCM (together with the student teacher) to discuss progress and helping strategies.

5. Observe lesson conducted by student teacher

6. Evaluate student teacher’s teaching performance

7. Meet with the NIES and SCM towards the end of the Practicum to discuss summative grades in confidence.