

Requirements for MTL Primary Students on Teaching Practice

Students on Teaching Practice in the Department of Early Childhood and Primary Education need to fulfil the following requirements:

1. Areas Taught

- a. Students on Teaching Practice (5 weeks) are required to teach each of the following subjects: English, Maltese, Mathematics, Science, Social Studies, Religion, Physical Education and Creative and Expressive Arts;
- b. If there is any special subject teacher assigned (for Science, Physical Education and Creative and Expressive Arts) students are still required to plan and deliver the lessons for these subjects. If the assigned specialist teacher is available s/he may stay and support the student but not deliver the lesson.

NB: Student teachers should teach all subjects as listed above. However, in some church or independent schools there may be specialist teachers employed to teach Physical Education or Creative and Expressive Arts and thus each case would need to be considered and discussed with the school management team and with the Field Placement – DeLLI.

2. Teaching Practice File

- a. The Teaching Practice File should include the following sections: School profile; School Calendar; Time-Table, Class Profile; Pupil Profiles; Topic Webs; 5-week Scheme of Work for teaching practice; lesson plans; and a weekly and a one lesson Self-Evaluation;
- b. When paperwork becomes bulky and there is need for more than one file, the School Profile, Time-Table, Class Profile, Pupil Profiles, Topic Webs and Self-Evaluation are to be kept in one file and the schemes of work and lesson plans may be placed in the other file(s);
- c. When handouts or power point presentations are used these should be filed with the lesson plan. A specimen of the handout/s should be in the file. Other resources should be available (as displays, learning centres or in box-files). Power point presentations can be presented as 6 slides to a page when attached to the lesson plan.

3. Schemes of Work

- a. Teaching Practice Files are to include the schemes of work for the following subjects: English, Maltese, Mathematics, Religion, Science, Physical Education, Social Studies, and Creative and Expressive Arts;
- b. Teaching Practice Files should include schemes of work for the first three weeks by the first day of teaching practice, and for the whole five weeks by the Monday of the third week;
- c. When there is need to modify the original scheme of work, modifications are to be handwritten with an explanation for the change. If new schemes of work are reprinted, these are to be placed with the original one so that progress is demonstrated.

4. Pupil Profiles

- a. Students on teaching practice are to keep **four** pupil-profiles during their Teaching Practice period;
- b. Pupil profiles are to include the following sections: the first name (only) of the student (or initials or pseudonym); a description of the student's strengths and areas for improvement with respect to Maltese and English literacy and oracy, Mathematical development, and social and emotional development; followed by the sections: targets¹; interventions; observational comments/evidence; and end of week progress analysis;
- c. The targets, interventions and observations are to be updated during the teaching practice period. There should be a minimum of one entry per week and each entry has to be dated;
- d. It is important that when entries are made, comments are to focus on the learning, achievements and prospective targets, outlining skills, knowledge, attitudes one is working towards and behaviour in class. Comments reflecting information on family background are to be avoided unless the family and school are working together to monitor a specific situation.

5. Self-evaluation

- a. Students are to write **one self-evaluation per week about general issues** (as in *TP Planning Kit*²) related to classroom practice during the week. This Self-Evaluation should be divided in sections with appropriate headings to facilitate reading and understanding and create cohesion in presentation;

¹ Students are expected to identify targets according to the pupil's needs and this does not necessarily entail touching upon all areas for improvement.

² The Primary Planning kit can be downloaded from the Faculty of Education website – downloads.

- b. The Self-Evaluation about General Issues should include reflections on at least one of the following:
- Planning, preparation and lesson delivery;
 - Classroom management skills;
 - Communication skills;
 - Questioning skills;
 - Student motivation and the promotion of self-directed and independent learning;
 - Assessment and feedback.

The student is free to reflect on more than one area of concern in the same week. The Reflective Questions (see: Primary Planning Kit) are meant to focus thinking about possible issues related to the 6 areas above. They are not designed to be prescriptive but are a tool for reflection.

NB: Please note that a self-evaluation should not just be a description of the lesson or events of the day but should include reflections upon the experience. The Reflective Questions should not be read and answered as a sort of comprehension exercise and answers should not be 'yes' or 'no'.

- c. Students are to also write **one self-evaluation per week focused on one lesson**. Any one lesson is to be selected, preferably of a different subject every week and reflections made on the process, time management, flow, delivery of the lesson, etc. The following prompts may be drawn upon to facilitate the process:
- i. What did I do right? What went well? Why?*
 - ii. What didn't I do right? What didn't go well? Why?*
 - iii. What will I do next time? How?*
- d. Self-Evaluations are also to reflect a degree of academic reading through references and quotations. The references should be linked to theoretical issues and to educational literature.

6. Lesson Planning

- a. There should be lesson plans for all the subject areas taught;
- b. All the lesson plans for the current week should be in the TP File by Monday first lesson of the week;
- c. When a lesson has been missed, the date should be modified (even in handwritten mode) with a brief explanation for the change in date.

Note: All students must include a photocopy of all previous T.P. Reports in the T.P. File. Copies can be placed after the Self-Evaluation Section of the T.P. File. or as suggested by the/your examiner/s.

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