



This document should be completed as an ongoing process throughout the block practice and must be available in school at all times in the Teaching File

UGP3

***Information for schools and trainees***

Professional Practice Log

UTTGR7-30-3

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# Introduction

**This document should be read in conjuction with the Professional Practice Handbook, which contains the generic information for schools hosting trainee teachers across the UWE partnership. This document contains information which is specific to Primary UGP3.**

**Key pages summary from UWE Assessment Toolkit:**

|  |  |
| --- | --- |
| **Information** | **Page in Toolkit** |
| Grading rationale | 5 |
| At a glance assessment process  | 8 |
| Expected outcomes and progress | 9 |
| Accuracy in grading  | 11 |
| Guidance for weekly meetings  | 12 |
| Target setting  | 14 |
| Grade descriptors for each standard  | 19 |

# UGP3 Block Placement Details

|  |  |
| --- | --- |
| Trainee’s name/student number: |  |
| Name of school: |  |
| Class/year group: |  |
| School email address: |  |
| School address: |  |
| Headteacher: |  |
| Class mentor name: |  |
| Class mentor contact details: |  |
| Senior mentor name: |  |
| Senior mentor contact details: |  |
| UWE tutor name: |  |
| UWE tutor contact details: |  |
| Safeguarding lead: |  |
| Date of safeguarding training: |  |
| Date of PREVENT training: |  |

# Procedures for UGP3 Block Placement

1. Before the start of block practice A the trainee should complete page 7 in this booklet.
2. Each week the CM or SM will meet the trainee and complete the weekly target setting and review sheet.
3. The trainee should track their progress against the Teachers’ Standards in preparation for the weekly meetings.
4. Teaching observations will be recorded on the lesson observation and reflection form by the CM/SM and UWE tutor.
5. Comments on the lesson observation and reflection forms contribute to the assessment against the Teachers’ Standards.
6. Trainees will have three meetings with their UWE tutor. The first session will be held at UWE on November 13th from 1-4pm. The student will need to be released from school for this afternoon to return to UWE. Visit 2 will be prior to Block B interim and will consist of a 20-30 minute observation in a core subject, discussion and file check. Visit 3 will be prior to the final report and will consist of a VIVA and report discussion with SM and/or CM.
7. The CM/SM will complete the Interim Review at the end of block A following communication with the UWE Tutor via email or phone call. **Interim reports should be submitted by Friday 20th December 2019**
8. The CM/SM will complete the Interim Review in block B following conversations with the UWE Tutor during the visits in weeks beginning 2nd, 9th or 16th March. **Interim reports should be submitted by Friday 27th March 2020.**
9. The CM/SM will complete the Final Report following conversations with the UWE Tutor during the visits in weeks beginning 27th April, 6th or 11th May. **Final reports should be submitted by Monday 1st June 2020.**
10. The trainee should continue to inform their teaching through engagement with academic literature.

# Record of Attendance for UGP3

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee to insert dates** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total days in school (trainee to complete)** | **Mentor to agree** |
| **Block A:** |  |
| Week 1 |  |  |  |  |  |  |  |
| Week 2 |  |  |  |  |  |  |  |
| Week 3 |  |  |  |  |  |  |  |
| Week 4 |  |  |  |  |  |  |  |
| Week 5 |  |  |  |  |  |  |  |
| **Block B:** |  |
| Week 1 |  |  |  |  |  |  |  |
| Week 2 |  |  |  |  |  |  |  |
| Week 3 |  |  |  |  |  |  |  |
| Week 4 |  |  |  |  |  |  |  |
| Week 5 |  |  |  |  |  |  |  |
| Week 6 |  |  |  |  |  |  |  |
| Week 7 |  |  |  |  |  |  |  |
| Week 8 |  |  |  |  |  |  |  |
| Week 9 |  |  |  |  |  |  |  |
| Week 10 |  |  |  |  |  |  |  |

If you are absent from school you are required to contact the school **each day of the absence**, in line with school policy. **You must** then email (**not telephone)** the Professional Practice Office (partnership@uwe.ac.uk)

# UGP3 Professional Practice Log

Each of the following should be addressed by the trainee (in consultation with the CM/SM) before or during the first two weeks of block A. **Trainees should initial and date when complete.**

|  |  |
| --- | --- |
| **Entering block school experience** | **Initial and date** |
| UWE trainees have completed the relevant clearance checks under the UCET guidelines.  |  |
| The trainee has shared their access plan with the Senior Mentor and Class Mentor (if applicable) |  |
| The trainee has received a copy of the school’s induction guidance for trainees (if available) |  |
| The senior mentor and/or class mentor has completed UWE mentor training |  |
| The trainee knows the Health and Safety policy and practices for their school e.g.: fire drill, sick child etc |  |
| The trainee knows and understands key school policies such as behaviour management, marking and assessment and is demonstrating knowledge of these. |  |
| The trainee has an agreed timetable for their teaching responsibilities which is reviewed each week. |  |
| The trainee is using an appropriate format for lesson planning and assessment, recording and reporting. |  |
| Planning for the block has been discussed and approved with CM |  |
| Attendance at staff meetings, training days, parents’ evenings and other professional training events have been shared and agreed as appropriate.  |  |
| The trainee has had a professional discussion with their CM about the progress of children in their home class. |  |
| The trainee is aware of and has met with the members of staff with key roles in the school e.g.: safeguarding lead, child protection lead, SENCo  |  |
| The trainee has shared their targets and previous reports with their CM/SM to support future planning for progression. |  |
|  |  |
| **During block placement:**The mentor (CM/SM) understands that they have a professional responsibility to formally observe the student each week  |  |
| **During block placement:**The mentor (CM/SM) understands that they have a professional responsibility to formally meet with the trainee each week to review targets and progress (pupils’ and trainee’s) and set new targets for the following week |  |

# UGP3 Expectations for Block A

**Block A**

During block A trainees are expected to engage in the following activities:

* Support the learning of small groups and teach the whole class as appropriate for Maths and English
* Take responsibility for planning, teaching and assessing foundation subjects
* Work on any targets from UGP2 block practice.
* Build relationships with staff, pupils and parents.
* Find out about policy, procedures and expectations of the school.
* Engage in discussions and observations to support the selection of a suitable dissertation focus

Throughout block A you should have the opportunity to:

|  |  |
| --- | --- |
|  | **Comments** |
| Take on the responsibilities of the class teacher e.g.: playground duty, taking the register, taking children in to assembly, welcoming children in the morning, dismissing children at the end of the day.  |  |
| Attend a parents’ evening and/or communicate with parents informally about their child’s learning. |  |
| Plan for other adults in the classroom and discuss the children’s learning with them |  |
| Attend staff meetings and staff training. |  |
| Plan independently for all the lessons/activities that you teach, creating a lesson plan for each activity. |  |
| Use your complementary training to address any targets |  |
| Support with extra-curricular activities or start your own.  |  |
| Create a display of children’s work as appropriate |  |

# UGP3 Expectations for Block B

In each week you should plan, teach and evaluate sequences of lessons, ensuring you do the following:

* assess the children’s prior learning to inform planning for subsequent lessons
* plan for other adults in the room
* take responsibility for marking the children’s work, ensuring that you are clear about the next steps for the children identify (and where necessary, create) appropriate resources for your teaching
* take responsibility for assessing the children’s attainment at the end of a unit of work
* to ensure that all learners are appropriately challenged and supported
* take responsibility for the children’s progression

You will need to have taught all of these subjects by the end of block A and B and feel confident in planning, teaching and assessing children’s learning and progression in all these areas.

**Evidence bundles:**

Throughout your blocks you are expected to gather evidence to demonstrate your progress against the Teachers Standards. These should be used to support you in developing your practice as well as addressing targets and may be linked to subjects or Teachers Standards. The ***minimum expectation*** for all level 3 trainees at the end of their block practice VIVA will be outlined during the professional practice lectures and stored on Blackboard; it is the trainees’ responsibility to make a note of these expectations.

**Block A**

**Weeks 1-5**

**In these weeks you should be planning, teaching, evaluating and assessing 40% of the timetable; focusing on the teaching of foundation subjects as well as core subjects.**

**The trainee is expected to keep lesson plans for each of these subjects to demonstrate that they have planned, taught and assessed a range of subjects across the primary curriculum.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Core subject** | **Area taught/number of sessions** (please specify area: phonics, calculation, earth and space) | **Foundation subject**(please add additional subjects in the blank spaces as appropriate) | **Area taught/number of sessions**(please specify area: dance, tone, Stone Age, coding) | **Comments** |
| English |  | Art and design |  |  |
| Mathematics |  | Music |  |  |
| Science |  | PE |  |  |
|  |  | RE |  |  |
|  |  | History |  |  |
|  |  | Geography |  |  |
|  |  | ICT |  |  |
|  |  | MfL |  |  |
|  |  | Design technology |  |  |
|  |  |  |  |  |

**Block B**

**Weeks 1-4**

**In these weeks you should be planning, teaching, evaluating and assessing at least 60% of the timetable; both core and foundation subjects.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Core subject** | **Area taught/number of sessions** (please specify area: phonics, calculation, earth and space) | **Foundation subject**(please add additional subjects in the blank spaces as appropriate) | **Area taught/number of sessions**(please specify area: dance, tone, Stone Age, coding) | **Comments** |
| English |  | Art and design |  |  |
| Mathematics |  | Music |  |  |
| Science |  | PE |  |  |
|  |  | RE |  |  |
|  |  | History |  |  |
|  |  | Geography |  |  |
|  |  | ICT |  |  |
|  |  | MfL |  |  |
|  |  | Design technology |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Block B**

**Weeks 5-10**

**In these weeks you should be planning, teaching, evaluating and assessing 80% of the timetable; both core and foundation subjects.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Core subject** | **Area taught/number of sessions** (please specify area: phonics, calculation, earth and space) | **Foundation subject**(please add additional subjects in the blank spaces as appropriate) | **Area taught/number of sessions**(please specify area: dance, tone, Stone Age, coding) | **Comments** |
| English |  | Art and design |  |  |
| Mathematics |  | Music |  |  |
| Science |  | PE |  |  |
|  |  | RE |  |  |
|  |  | History |  |  |
|  |  | Geography |  |  |
|  |  | ICT |  |  |
|  |  | MfL |  |  |
|  |  | Design technology |  |  |
|  |  |  |  |  |