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## Information for Supervising and Mentor Teachers

From 2008, the process for applying for teacher employment in Queensland state schools requires applicants to:

- complete an Application for Teacher Employment form
- submit a Professional Folio, and
- attend an interview.

The application process is designed to give applicants the opportunity to demonstrate, detail their:

- professional knowledge and academic achievement
- professional experiences
- work and life experiences
- community involvement.

The Professional Folio requires the applicant to provide documentary evidence detailing their qualifications, skills and experience. The documentary evidence required includes:

- copies of academic transcripts
- copies of university professional experience
- personal statement
- curriculum vitae
- two (2) Referee Statements
- two (2) DET Professional Experience/Internship Overviews.

It is the graduate applicant's responsibility to approach their supervising/mentor teacher about completing the *DET Professional Experience/Internship Overview* and/or a *Referee Statement* and to ensure it is submitted in the Professional Folio.

As a supervising or mentor teacher you may be asked by a pre-service teacher to complete a *DET Professional Experience/Internship Overview* and/or a *Referee Statement* to assist with determining the pre-service teachers' suitability for employment as a teacher in a Queensland state school.

The *DET Professional Experience/Internship Overview* and the *Referee Statement* templates, as well as information about the application process via the *Guide to Teaching in Queensland State Schools* are available for downloading from the website at: [www.teach.qld.gov.au](http://www.teach.qld.gov.au).

### Professional Standards for Queensland Teachers

The application process also draws upon the *Professional Standards for Queensland Teachers* established by the Queensland College of Teachers.

These standards are for entry to and ongoing membership of the teaching profession. These standards describe the abilities, knowledge, understandings and professional values that teachers in Queensland demonstrate. They are also used as the basis for approval of pre-service teacher education programs and for moving from provisional to full registration.

The Department of Education and Training has its own set of Professional Standards which are intended to be aspirational and assist teachers with their career progression and professional development once they have achieved full registration.

Supervising and mentor teachers should refer to the detailed descriptions of the minimum expectations for graduates outlined in the *Program Approval Guidelines* available at <http://www.gct.edu.au/Standards/index.html>. This will assist supervising and mentor teachers in making determinations about a pre-service teacher's demonstration of the *Professional Standards for Queensland Teachers*, commensurate with other pre-service teacher's at the same stage of development.

The *Professional Standards for Queensland Teachers* can be accessed from the Queensland College of Teachers website at [www.qct.edu.au](http://www.qct.edu.au).

## **Guidelines for Supervising Teachers**

Supervising and mentor teachers make a valuable contribution to the development of pre-service teachers and provide an insight into the pre-service teacher's suitability for employment as teacher in a Queensland state school and as a potential colleague.

The *DET Professional Experience/Internship Overview* and *Referee Statement* are important components of the application and assessment process for teacher employment. The statement is not considered to be a reflection of the supervising or mentor teacher or their ability to mentor pre-service teachers.

They provide the interview and assessment panel with important information about the applicant's skills, knowledge and experiences and are considered in conjunction with all of the documentary evidence provided by the applicant in their Professional Folio and the professional discussions that form the interview process.

When completing both the *DET Professional Experience/Internship Overview* and *Referee Statement*, supervising and mentor teachers are asked to:

- be explicit and honest in your comments and indicators
- follow your instincts as a professional
- draw upon your assessment and evaluation skills
- outline how the pre-service teacher has demonstrated competence in each standard or each cluster of standards
- highlight strengths and weaknesses
- discuss your comments and indicators with the pre-service teacher to identify strengths and weaknesses observed for future professional growth
- keep in mind that like the students in your class, not all pre-service teachers achieve at the same level
- discuss with colleagues if you are unsure about your expectations of the pre-service teacher.

Prior to or after the interview process the chair of the interview and assessment panel may contact you to clarify, confirm or seek additional information about the pre-service teacher.

## **The DET Professional Experience / Internship Overview**

The *DET Professional Experience/Internship Overview* provides a common format for considering the skills, knowledge and experiences of pre-service teachers from all higher education institutions. In instances where there has been more than one supervising or mentor teacher during a professional experience, the *DET Professional Experience/Internship Overview* should be completed collaboratively.

All graduate applicants are required to provide two (2) *DET Professional Experience/Internship Overviews* from their final two (2) professional experiences and/or internship. This should provide information about the applicant's development as a teacher from at least two different supervising or mentor teachers and ideally in at least two different educational contexts.

It is anticipated that the *DET Professional Experience/Internship Overview* should demonstrate the pre-service teacher's growth across different professional experiences and their capacity to continue to develop as they begin their teaching career.

The *DET Professional Experience/Internship Overview* requires supervising teachers to give an honest indication of the pre-service teacher's demonstration of the ten *Professional Standards for Queensland Teachers*. Supervising and mentor teachers should draw upon a range of evidence to determine the pre-service teacher's level of achievement, including observations, planning documents, student work samples, reflective practices, contributions to professional discussions and interactions with colleagues and parents.

The indicators are as follows:

Indicator	Description
Outstanding	Has consistently demonstrated the achievement of the standard at a level commensurate with an experienced teacher, based on evidence, during the professional experience.
Very confident	Has very confidently and consistently demonstrated the achievement of the standard, based on evidence, during the professional experience.
Confident	Has demonstrated the achievement of the standard, based on evidence, during the professional experience.
Has begun to demonstrate	Has demonstrated the capacity to achieve the standard, based on evidence, during the professional experience.
Not demonstrated	Has not demonstrated the standard during the professional experience.
No opportunity to demonstrate	This professional experience did not provide an opportunity for the pre-service teacher to demonstrate this standard.

The *DET Professional Experience/Internship Overview*, in conjunction with other elements in the application and assessment process will assist the interview and assessment panel in their deliberations about the applicant's suitability for employment as a teacher in a Queensland state school.

### The Referee Statement

All applicants are required to include two (2) *Referee Statements* in their Professional Folio. They are encouraged to identify referees who are able to accurately comment on their skills, knowledge and experiences in regards to the three clusters of the *Professional Standards for Queensland Teachers*.

The three clusters being:

- Teaching and Learning
- Building Relationships
- Reflective Practice.

In some instances supervising and mentor teachers may be asked to complete a *Referee Statement* in addition to the *DET Professional Experience/Internship Overview*. This provides the supervising and mentor teacher with an opportunity to provide explicit and honest comments about the pre-service teacher's demonstration of the three clusters of Professional Standards.

### Further Information

Should you require further information and assistance to complete the *DET Professional Experience/Internship Overview* and/or the *Referee Statement* please consult your colleagues, especially your School Professional Experience Coordinator, Deputy Principal, Principal or other school based personnel who have participated in an interview and assessment panel.

Applicants should be directed to the *Guide to Teaching in Queensland State Schools* and the *Make a Difference. Teach* website at [www.teach.qld.gov.au](http://www.teach.qld.gov.au).

Applicants can also be directed to the Teacher Applicant Centre (phone 1300 137 228) and the local region or district office for further information and for details of the relevant regional processes for submitting their Professional Folio and scheduling an interview.