

BHSPE (Hons) Pre-Service Teacher At-Risk Procedures



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

School of Human Movement
and Nutrition Sciences

1. Identifying the Pre-Service Teacher At-Risk of Failing Professional Experience

- a. *Supervising teacher notifies a BHSPE staff member of concerns about pre-service teacher's performance.*
- b. *Supervising teacher and nominated BHSPE staff member to complete Teaching Evaluation form indicating at-risk status of pre-service teacher.*

2. Notifying the Pre-Service Teacher of At-Risk Status

- a. *Verbal confirmation to pre-service teacher of at-risk status provided by BHSPE staff member as soon as possible.*
- b. *BHSPE Professional Experience Coordinator to send electronic copy of At-Risk Notification letter with Teaching Evaluation form attached to pre-service teacher.*
- c. *Pre-service teacher to arrange meeting with BHSPE Professional Experience Coordinator and where appropriate, invite supervising teacher and university supervisor.*

3. Devising Strategies for Improvement

- a. *Pre-service teacher, BHSPE Professional Experience Coordinator and where appropriate university supervisor and/or supervising teacher meet to devise strategies for improvement within a negotiated timeframe.*
- b. *Final, agreed upon strategies and timeframe are recorded and copies provided to pre-service teacher and supervising teacher.*
- c. *BHSPE Professional Experience Coordinator to place a copy of all documentation on pre-service teacher's file.*

4. Finalising Outcomes for At-Risk Pre-Service Teacher

- a. *The supervising teacher is required to monitor change and progress following the interview.*
- b. *If after negotiated timeframe, the pre-service teacher has not demonstrated significant improvement, the supervising teacher should contact the BHSPE Professional Experience Coordinator.*
- c. *In the event that the pre-service teacher has failed to demonstrate any improvement in the areas of concern in the set time period, they will be deemed to have failed the professional experience.*
- d. *Following consultation with the supervising teacher, the pre-service teacher may withdraw immediately from the professional experience.*
- e. *The pre-service teacher will be asked to meet with the BHPSE Program Coordinator and BHSPE Professional Experience Coordinator to discuss their performance in the BHSPE professional experience and their future progress within the BHPSE (Hons) program.*