**Follow-up of “In Need of Additional Support”**

Macquarie University upholds the highest professional standards in its Teacher Education Program. A Teacher Education Student (TES) who is deemed ‘In Need of Additional Support’ is not reaching a satisfactory level of achievement in their professional experience placement. An “In Need of Additional Support” determination may be made by the Supervising Teacher (ST) or by a Tertiary Supervisor (TS). It is imperative that TES “In Need of Additional Support” are identified as early as possible during their placement and that the areas of concern are documented, allowing appropriate processes to take place. We have developed procedures and strategies to support the TES and the ST. Depending upon placement there may be areas that are not assessed – refer the Professional Experience Evaluation Report for which aspects are being assessed.

|  |  |
| --- | --- |
| **Unit (E.g. ECHE / EDST)** |  |
| **TES Name** |  |
| **TES Student Number** |  |
| **Centre/age group (for Early Childhood TES)** |  |
| **School/stage/class (for Primary and Secondary TES)** |  |
| **Supervising Teacher** |  |
| **Unit Convenor** |  |

|  |  |
| --- | --- |
|  | **Additional support plan for the Teacher Education Student (TES)** |
| **Comment on each area of concern identified on the notification of “In Need of Additional Support form.**(put NA if not commented on the original “In Need of Additional Support” form) |
| 1. **Know students and how they learn:** |
| 2. **Know the content and how to teach:** |
| 3. **Plan for and implement effective teaching and learning:** |
| 4. **Create and maintain supportive and safe learning environments:** |
| 5. **Assess, provide feedback and report on student learning:** |
| 6. **Engage in professional learning:** |
| 7. **Engage professionally with colleagues, parents/carers and the community:** |
| **RECOMMENDATION(S):** |

**Note**: Should the TES be unable to demonstrate substantial improvement in the designated aspects of their professional

practice they will be withdrawn from the placement and be awarded a Fail grade in the unit. If a TES fails to satisfactorily complete a PE, s/he may be excluded from all Teacher Education programs offered by the Faculty of Arts.

|  |
| --- |
| **Please tick box (es) that this “In need of Additional Support” status relates to:** |
| [ ]  Documentation shows progress \* | [ ]  Documentation not up-to-date \* | [ ]  Documentation does not meet requirements |
| [ ]  Professional practice shows progress \* | [ ]  Professional practice in need of additional support of failure \* | [ ]  Professional practice does not meet requirements |
| ***\* The teacher education student must submit their PE documentation at the end of PE.*** |

|  |  |
| --- | --- |
| **Signature:** | **Copy Provided to** |
| Teacher Education Student:  | Date: |[ ]
| Supervising Teacher | Date: |[ ]
| Unit Convenor (or other designated TS): | Date: | UC to provide copy WIL Office |

The “In Need of Additional Support” (INAS) process is described in full in the School of Education Professional Experience Handbook. Below is a summary of the steps.