

SUPERVISOR'S DETAILS

The following section need only be completed if details not provided previously.

Full name of Supervisor:
Email address (or phone) of Supervisor
TESOL or related QUALIFICATIONS and EXPERIENCE of supervisor if not provided on a previous PTF Form (or via a resume).
Supervisor Signature:
Date: / /

NOTES TO SUPERVISOR:

First of all – THANK YOU for investing your time into the future of this TESOL Teacher Trainee. All teachers started somewhere, and this Trainee is “starting” because of YOU.

This Trainee is completing the Nationally Accredited Certificate IV in TESOL (Teaching English to Speakers of Other Languages) – Course Code: 30920QLD. This Course has been developed and redeveloped by LTi over the past decade - and LTi was the first organisation in Australia to have an accredited Certificate IV in TESOL.

The Trainee has been provided with a **full suite of TESOL Teacher Training Publications** produced by LTi. This includes Textbooks, Workbooks, and a “Study and Practice Teaching Guide”. **The Trainee should be able to show you these publications** to you if you would like to get an idea of the content of the Course they are completing.

Other information about the Course and about LTi can be found at www.LTi.edu.au or by phoning 1300 660 809.

LTi TESOL Course Trainees are required to complete **20 hours of Practice Teaching which includes up to 14 hours of observation**. Some Trainees may complete some observation “on-line” or in various locations. **During observation in host organisations, Trainees may be invited by supervisors to assist with some classroom activities**. Such involvement is considered to be part of the “observation” component of the Practice Teaching experience of the Trainee (and this Form is not completed for that).

In addition to observation during Practice Teaching, **each Trainee must complete a minimum of six (6) hours of supervised classroom teaching (including some assessment of ESL learners)**. This minimum of 6 hours of actual teaching goes with the maximum of 14 hours of observation to make up the total of 20 hours of Practice Teaching. Trainees can do more than 6 hours of supervised teaching and less observation providing that a combined total of 20 hours is achieved.

This Form is designed to capture and record feedback on the Trainee’s performance each time the Trainee completes a portion of the six (6) hours of supervised classroom teaching. This Form, when completed by a supervisor, is part of the **official documentation submitted by the Trainee for the assessment** related to the completion of the Cert IV in TESOL Course.

During the 6 hours (cumulative) of supervised practice teaching, the Trainee is expected to teach class/es with a **minimum of 5 students** learning English as a second language.

The Trainee is required to develop lesson plans and produce or select suitable resources to teach lessons (under the guidance of the Supervisor) which focus on, at some point, each of the four macro skills:

Speaking

Listening

Reading

Writing

In addition, it is generally expected that Trainees will teach **one (1) grammar rule** and **one (1) spelling rule**.

Also, Trainees are also expected to **develop and administer one (1) assessment item (eg a test, group activity, or simple exam)**. Usually the assessment would relate to an area they have taught on during their 6 hours of Practice Teaching. The assessment can be integrated into, or be part of a larger lesson.

To allow for a smooth process and the least amount of interruption to the Supervisor's classroom syllabus, **Trainees should be guided towards developing lessons (or lesson segments) which will continue with the current topic or focus**, and where possible use the teaching materials currently being used by the class of ESL students at that time.

Trainees should have their lesson plan/s and resources prepared in sufficient time **to allow the Supervisor to preview and discuss where necessary**. Trainees should accept suggestions on how both the planning and delivery of lessons can be improved. However, this is not essential, and may prove unmanageable given classroom time constraints. Trainees will be submitting all lesson plans to their Course Trainer for assessment at the conclusion of their Practice Teaching.

It is the Trainee's responsibility to provide the Supervisor with a new PTF Form each time the Trainee teaches. This Form needs to be completed by the Supervisor and returned to the Trainee (with discussion if possible).

The length of teaching time **may vary from a short 10 minute slot through to a whole lesson of up to 2 hours** (or more).

The last section of this Form applies when Trainees **assess ESL learning** (which only has to occur once during the 6 hours).

Supervisors are asked to make use of the rating selection on this Form with consideration to the fact that **the Trainee is a beginning TESOL Teacher**, rather than experienced one. Rating of TESOL Trainee's achievement in each feature will be on a scale of 1-5, being:

- 1- **Poor**, the attempt needed a great deal of improvement to be satisfactory.
- 2- **Not Yet Satisfactory**, the attempt still needs some improvement to be satisfactory.
- 3- **Satisfactory**, an adequate attempt.
- 4- **Good**, more than satisfactory.
- 5- **Very Good**, or excellent.

Supervisors are encouraged to also **provide brief comments where time permits** as this will provide more comprehensive feedback of the Trainee's progress. Example comments may include, but are not limited to:

Well done, very thoroughly done, text suitable to the need of students, resources are well prepared and presented, completed successfully, could work on this area a little more, completed successfully-needs more confidence in front of the class

Finally: THANK YOU AGAIN.... in advance for giving your time to help support this Trainee in the development of their teaching skills.

THE SUPERVISOR IS TO PROVIDE FEEDBACK TO THE TRAINEE ON THE FOLLOWING PAGES:



IF THE AREAS LISTED DO NOT APPLY TO THE LESSON PLEASE WRITE N/A OR CROSS OUT SECTIONS.

MACRO SKILL FOCUS	Rating of Trainee					Comments as necessary
	Poor	Not Yet Satisfactory	Satisfactory	Good	Very Good	
Planning						
Analyse learning needs						
Select relevant genre/s						
Plan purposeful and engaging lessons						
Activities - controlled to free						
Adequate resources & equipment						
Selection of appropriate model text/s						
General Teaching Strategies						
Give clear instructions						
Group students appropriately						
Ensure all students can see and hear						
Observe student progress						
Ensure students are 'on task'						
Maintain inclusive learning						
Health and Safety practices observed						
Cater for learner differences						
Provide feedback & correction						
Provide extension activities if req'd						
General ESL Teaching Skills						
Language modelled appropriately						
Appropriate teaching of grammar						
Appropriate teaching of spelling						
Appropriate teaching of pronunciation						

I VERIFY THAT THIS IS A TRUE RECORD OF MY FEEDBACK TO THE TRAINEE ON THEIR TEACHING:

Supervisor Name: Signature Date: .. / .. / ..

Trainee Name: Signature Date: .. / .. / ..



MACRO SKILL FOCUS	Rating of Trainee					Comments as necessary
	Poor	Not Yet Satisfactory	Satisfactory	Good	Very Good	
Teaching Writing						
Develop vocabulary relevant to genre						
Use a model text						
Explain language features of text						
Implement supported writing activities						
Implement free writing activities						
Teaching Speaking						
Develop vocabulary relevant to genre						
Model the language						
Explain the language structure						
Implement activities for accuracy						
Implement activities for fluency						
Develop pronunciation as appropriate						
Teaching Listening						
Focus on purpose of text						
Language features explained						
Implement activities for gen'l meaning						
Implement activities for detail						
Teaching Reading						
Focus on purpose of text						
Language features explained						
Implement activities for gen'l meaning						
Implement activities for detail						

I VERIFY THAT THIS IS A TRUE RECORD OF MY FEEDBACK TO THE TRAINEE ON THEIR TEACHING:

Supervisor Name: Signature Date:/../.....

Trainee Name: Signature Date:/../.....

TRAINEE'S OWN COMMENTS AND REFLECTIONS ON THEIR TEACHING/ASSESSING:

To be completed by TESOL Student (Trainee)

1. How do you feel the teaching or assessment process went?

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2. Is there anything you would change for next time? What? Why?

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3. Were students engaged in the learning or assessment activity?

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4. Evaluate your giving of instructions: did students following instructions in a manner which showed that they understood clearly what was expected of them?

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5. Did you allow enough time to achieve what you wanted to?

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6. Did the lesson or assessment item achieve its overall goals?

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7. What would you change next time?

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