School of Education

Postgraduate Diploma in Education Teaching Practice Supervisor

Roles and Responsibilities

The School of Education offers the Postgraduate Diploma in Education (PDE) in the following areas: business studies, English, Gaeilge, geography, history, mathematics, modern languages, music, R.E., science. All students are supervised four times on teaching practice (TP) in second level schools in the greater Dublin area. Supervisors are drawn from the full time academic staff and from a panel of Teaching Practice Supervisors. The following is an indicative list of the typical roles and responsibilities of a Teaching Practice Supervisor in the School of Education.

Teaching Practice Supervisors:
- are assigned a number of students to visit on professional TP school placement, and they liaise with the subject area coordinator regarding these visits;
- communicate with their assigned students to organise TP visits over the course of the year by e-mail or phone as appropriate;
- provide constructive and timely oral feedback to students on their teaching practice performance with a strong focus on clear and realisable areas for improvement;
- provide formative written feedback using the School TP assessment documents to assess students’ planning, classroom and behaviour management skills, and to comment on the teaching and learning environment created/facilitated by students;
- liaise with the subject area coordinator to report on student progress or on any issues, and to provide a provisional teaching practice grade for assigned students at the end of semester 1 and semester 2;
- attend 3 meetings per year, to include one course board meeting.

The PDE Programme Co-ordinator and relevant executive administrative staff in the School will liaise with Teaching Practice supervisors to ensure that s/he:
- has up to date programme documentation, including the annual PDE Handbook and the course timetable and calendar;
- is notified in a timely manner of the dates/times of the PDE Programme Board meeting to which supervisors are normally required to attend, and the Court of Examination which will be of relevance to supervisors, although they are not required to attend.

These duties are normally carried out with the full knowledge of and under the overall guidance of the subject area coordinator and the PDE Programme Co-ordinator.

The appointment of part-time Teaching Practice supervisors does not guarantee the provision of work within the School of Education and is reviewed annually by the Head of School. Supervisors are normally required to have recent, relevant and substantial teaching experience in a second-level school.

Remuneration

Remuneration for this role is calculated in the following manner. Teaching Practice supervisors claim the following on a casual payment basis:

- €80.75 euro per supervision visit, including the post-lesson feedback session with the student.
- €63.32 euro per meeting, with a maximum of 3 meetings a year.

All such claims for casual payment must be made on the standard College claim form and submitted directly to the School Administrator by the 4th of each month for payment at the end of month (deadlines for Christmas and Easter may change).
**Note 1:** The document is as accurate as it can be at the time of publication, but may not reflect changes/amendments which may occur periodically over the course of an academic programme.