



## Pre-Service Teacher Agreement

Our Mission: Oxley Christian College is a Christian school committed to excellence of teaching and learning through which students develop their unique abilities in a secure yet stimulating environment. Each student is nurtured towards a personal faith in Christ, an understanding of Christian values and a commitment to serve God and His world.

Dear Pre-Service Teacher,

We are delighted to be able to offer you a placement at Oxley Christian College. We hope that you will feel welcomed here, and have positive opportunities to develop your knowledge and refine your teaching skills. At Oxley, we intentionally support the professional development of pre-service teachers from a wide range of tertiary providers.

As part of our decision to accept this placement, we will support you by:

- offering you a range of observation opportunities
- placing a registered teacher in the room with you at all times
- mentoring you through opportunities to develop lesson plans and teach students (in accordance with your institution's requirements)
- providing clear and helpful feedback on your progress
- providing a range of staff who will be available to listen to concerns should any arise.

You will already have been told a little about our College, but we ask you to read and sign this agreement regarding the expectations we have during your placement. As we support pre-service teachers from many tertiary training institutions, we have these processes in place.

1. Please copy your Working With Children Check card and pass it to your Practicum Coordinator.
2. Please ensure that you have left emergency contact details with your Practicum Coordinator.
3. As an identity label, please wear a lanyard with an Oxley Christian College tag.
4. If you are issued with a key, you need to (a) safeguard this key, (b) let the Practicum Coordinator know as soon as possible if you have misplaced the key, and (c) sign the key back in to the office on your final day of placement.
5. Please follow the Staff Dress Code to the extent that you are able (without incurring unreasonable expense). Professional clothing should be modest and 'unbranded'. For example, male PSTs (other than for Sport or PE) should wear a collared shirt and tie with the top button fastened, with business trousers and shoes.
6. Please park in the car parks on the 'far side' of Life Ministry Church, and drive cautiously when on the campus.

As we are a distinctively Christian environment, it is appropriate to give you further details about our expectations in this regard. We welcome pre-service teachers who are Christians, who are adherents of other faiths, and those who do not have any particular religious belief. Our expression of Christian faith will probably be evident in staff and student devotions, at Chapel services, in formal and less formal gatherings, and referenced in our curriculum documentation and delivery. We ask that our pre-service teachers:

7. Join us at 8.10am in the Staffroom for Staff Devotions. You need not feel obliged to participate, but your respectful presence is appropriate.
8. Refrain from promoting or lending your support to other religious beliefs or secular ideologies (contrary to Christian perspectives) while interacting with others at the College. In accordance with these guidelines, you are free to answer any direct question from a student (should such a situation arise), but you would be expected to conclude the conversation and redirect the student to the curriculum matter at hand.

The College has a duty of care to both staff and students. As a result:

9. Please do not place yourself at risk in any way. Please wear footwear which has reasonable grip and is relatively flat. Shoes should have an enclosed heel or strap at the back.
10. If you observe any interaction which you believe to be professionally or morally inappropriate (between or amongst students or staff), you have a duty to discuss this observation with your supervising teacher or your Practicum Coordinator. If you are unsatisfied with the response, you have a duty to discuss the matter with the Principal or Head of School.

By signing this form, you are giving your undertaking to follow these expectations. You are free to discuss any of these expectations with your Practicum Coordinator, the Principal or the Head of School. If you are not able to sign this document in good faith, we ask that you withdraw from your placement and contact your tertiary institution.

Name of pre-service teacher: \_\_\_\_\_

Signature of pre-service teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Anticipated dates of placement: \_\_\_\_\_

Practicum Coordinator: \_\_\_\_\_

Supervising Teachers: \_\_\_\_\_

Description of Placement (Subject Areas or Year Level focus): \_\_\_\_\_

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