

Please Note: These Optional Tools have been developed as support materials and each is provided as an idea only. You may choose to utilise this tool in its current form or adapt it to suit your own setting. Alternatively, your school or system may have established their own approaches and methods for documentation. In all cases you should be guided by your mentor and/or the appropriate administrators in your setting.

COLLEGIAL DISCUSSION RECORD - CLASSROOM ACTIVITY

Teachers involved:

Date: / /

.....

- Provisionally Registered Teacher participating in another teacher's classroom.
 Another teacher participating in a provisionally registered teacher's classroom.

DISCUSSION PRIOR TO THE ACTIVITY

The provisionally registered teacher and the other participating teacher should discuss the following elements before commencing the activity: Focus of the lesson; the planned learning activities & outcomes; context.

LESSON FOCUS

Discuss and record the elements of practice that are to be the focus. It may be a particular element of a standard.

LESSON PLAN

Give a brief outline of the lesson and desired outcomes. Decide what role each teacher will play.

LESSON CONTEXT

Discuss and record any information that may impact on the lesson: prior knowledge; student's background; previous lessons.

LESSON SUMMARY

Following the lesson, the two teachers focus the discussion on the identified elements of practice that were to be observed. The positives should be listed.

REFLECTION ON THE LESSON

The provisionally registered teacher then completes the reflection. Use of the prompts may assist in this process.

In light of your instructional goals:

- What worked well during this lesson?
- What did not work as well as you expected?
- Was there anything that you might do differently if you were to repeat this lesson?
- Was there anything that you might continue or use again? Why?
- What have you learnt about your teaching practice or about your students?
- Is there any professional learning that you might pursue as the result of this reflection?

FUTURE GOALS

Enter what you need to do either personally or with your students.