Implementation Plan on Standardized Training for Trainee Teachers, Sample District, 2012 (trial)

Pursuant to the Department of Education’s professional criteria for teachers in middle school, primary school and kindergartens, standardized training for trainee teachers in middle and primary schools (including kindergarten) in Sample District will be provided from 2012 onwards. This implementation plan is therefore established to help ensure the success of the training.

1. Guiding Principles

The plan should be carried out based on the national criteria for teachers, in the aim of improving teachers’ capabilities and qualities in the district. It is necessary to study the career development needs and growth pattern of the teachers, as well as coordinating and make full use of the education resource in district and school level. Thus, the trainee teachers can gain a comprehensive and profound understanding of the role with the guidance of mentors and help of the professional teacher team, preparing them for the teaching work in an efficient and effective manner.

2. Targeted Trainees

The targeted trainees are graduates from normal universities or of relevant majors in other universities newly employed into middle schools, primary schools and kindergartens in that year.

3. Training Objectives

1) Familiarize with the relevant regulations and policies in education industry as well as the educational system in Sample District.

2) Learning the teaching routines, textbook materials and didactics, including teaching language, black/white board writing, information technology use, etc.
3) Learning the key principles of organizing the class and comprehensive education beyond the textbooks.

4) Attaching importance to teaching researches as well as self development and improvement.

4. Training Methods

1) The training contains four parts and 18 key points, summarized as teaching ethics, teaching practices, class management and professional development.

2) The training is to be implemented in the following four methods:

(1) Base School Training: In base schools trainee teachers receive training from the most capable and experienced teachers in the school.

(2) Employer School Training: the trainee teachers’ employer should leave them in the most capable hands, providing them experienced mentors, and making sure the training time is sufficient, and training work is to be completed.

(3) District Training: The Minhang District Education College will organize training sessions led by educational experts to lecture on teaching manners, professional ethics and professional development, etc.

(4) Self Development: By reading books about the profession, writing down the reading experience and making development plans, teachers can deepen their understanding of the profession and maintain the habit of constantly improving themselves.

5. Training Standards

1) The training lasts for a year, starting from September 2012 and ends in August, 2013.

2) From October 2012, the trainee teachers will participate in the training provided by the employer school, base school and district, among which the time for base school and district training should account for no less
than 1/2. In principle, the trainee teachers for middle and primary schools will do a three-day training practice in employer school, and a two-day training at base school, while the teachers for kindergartens will do a four-day training practice in kindergartens, and a one-day training in base schools. The district training will be held on weekends and in summer and winter holidays for schools.

3) During the training, the trainee teachers should complete the training missions and tasks in a timely manner, and master the standard practices and procedures in order to be competent for future teaching.

6. Training Management

1) The District Bureau of Education will set up the standardized training plan, and provide guidance for trainee teachers to sign the contract with the employer schools. The trainee teachers are entitled to the pay package under the contractual terms.

2) The District Education College is to establish the detailed standards and requirement for the implementation plan for trainee teachers, and is responsible for tutoring, daily management and evaluation. The Teacher Development Center is in charge of the work of Education College, hence will take on the task of setting up training expert panels and developing series of general training courses.

3) The professional development schools for teachers in the city and district are to undertake the role of base schools, and any school that is to be admitted as base schools need to go through proper application and reviewing process. The qualified base schools will be evaluated yearly to ensure its qualifications.

4) The base and employer schools are to carry out the training as required, and will be guided and monitored by the District Education College. The employer school should assign one school-level official to be in charge
of the training and set up tutor teams, making sure that every trainee teacher is equipped with one tutor. The tutors need to be senior and experienced in the field, and in principle every tutor should be assigned with no more than 2 trainee teachers.

7. Training Evaluation

1) After the training, teachers’ performances are to be evaluated. The evaluation includes teaching ethics, teaching practices, class management and professional development. Participants need to pass on all four areas to be awarded a pass. The District Bureau of Education will issue an official certificate for those who pass, and those who fail shall not be employed as teachers in middle or primary schools, or kindergartens in Minhang District.

2) The trainee teachers should participate in the education and teaching competitions. Those who excel can be awarded “excellent” in the comprehensive evaluation. The performance in the competitions will be included in the yearly evaluation and appraisal of the schools.

3) The tutors can gain extra research credits should their tutees are up to standards. The pacesetters and the core teachers in their field will gain extra points in evaluation. Those who excel in tutoring will be awarded, and the awarding principles shall be established separately.

8. Organizational Management

A leader team was set up under the Bureau of Education, and a work team was set up under the District Education College, both to enhance the management of the training.

1) The leader team will coordinate the training work in the district and handle staffing, school and cost issues.

2) The work team will be specifically responsible for the management of training processes, including:
(1) Helping the leader team on reviewing the training plans and tutors’ qualifications.

(2) Organizing professional training for tutors, and evaluating the tutoring work every semester. The evaluation result will be the basis of any reward to the tutors.

(3) Setting up regular meeting arrangements where employer schools and base schools discuss the training developments. An annual report of the discussions and tutoring sessions will be presented later.

3) The base and employer schools need to set up management teams for the training to coordinate resources and work. They will also be responsible for the implementation of the plan, and evaluation of tutors and tutees.

4) The training funds will be provided by the government as per the funding criteria.

This plan will be in effect from September 2012. Should there be any new relevant regulations from higher authority, the new regulations are to be implemented.

Minhang District Bureau of Education

September, 2012