



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

Bachelor of Education Post-Primary Year 1

Personal and Professional Studies 1 (SPS1003)



School Based Work Block Placement
February - March 2024

Information Booklet for students

Placement Dates 2024

- Dates of school placement in a primary school are provided below:

Day visits	<p>Mon 6 Nov 2023 Mon 13 Nov 2023 Mon 20 Nov 2023 Mon 27 Nov 2023 Mon 4 Dec 2023</p>	<ul style="list-style-type: none"> 1 diversity day visit before reading week (9th, 16th or 23rd October: further details to follow) 5 day visits prior to Christmas
Observation Week	Monday 8 January - Friday 12 January 2024	
Block Practice	Monday 5 February 2024 – Friday 23 March 2024	<ul style="list-style-type: none"> This will involve planning, teaching and evaluation of lessons; Students are required to teach 7-9 hours per week; For those undertaking the Certificate in Religious Education the final three weeks (dates to be confirmed) will be in a maintained school. Students should have the opportunity to teach Religious Education.
Additional Placement for those undertaking the Certificate in Religious Education	Monday 29 May - Friday 16 June 2023	<ul style="list-style-type: none"> This will involve planning, teaching and evaluation of lessons; Students are required to teach 7-9 hours per week; Students should have the opportunity to teach Religious Education.

Teaching Requirements - Year 1 BEd

It is anticipated that all year 1 post-primary students will complete placement in a primary school.

In order to pass this module SPS1003, the SBW element of the course **MUST** be passed.

Ideally, **teach 7-9 hours per week**, in areas agreed with class teacher/teacher tutor.

- Plan and deliver lessons each day (ideally)
 - could include: Language and Literacy, Mathematics and Numeracy, or from the Areas of Learning such as WAU or PDMU or PE. Try to make use of your specific area of specialism;
- Create engaging and motivating learning materials and resources to support each lesson;

- Produce one post-lesson review per day reflecting upon elements of your planning, monitoring and assessment of pupil learning and management of pupil behaviour. Use these reflections to guide future planning.

Focus of practice:

- Observation/analysis of classrooms
- Teaching single lessons with whole class/one small group
- Competence in lesson planning: writing learning intentions and success criteria; lesson structure – introduction, development, plenary; timing; evidence of assessment
- Devising and using resources/tasks/activities to engage and motivate pupils
- Competence in presentational skills: use of questioning; providing explanations
- Capacity to develop rapport with children
- Adopt/implement classroom management techniques
- Capable of and willing to reflect on practice



Throughout the placement, students are expected to display a positive and enthusiastic attitude, and be co-operative and helpful in the school.

Experiences may vary according to the school in which students are placed and/or the current situation faced.

Assessment	
Q9	<p>How will I be assessed this year?</p> <p>As happens in every year, the final grade awarded for the placement element of each module consists of:</p> <ol style="list-style-type: none"> 1. Review of planning and preparation in the file by the tutor: 2. Classroom observations by the tutor 3. Pre- and post -observation discussions between student and tutor 4. Feedback from school 5. Reflections on teaching, as appropriate for each module 6. Demonstration of competences 7. Additional year specific requirements <p>Please also see separate detailed assessment document.</p>

You are required to:

- Maintain an e-SBW teaching file that contains your lesson plans and resources for each lesson taught (for all planned lessons), post-lesson reviews (one per day), lesson resources and assessment evidence;
 - During each visit the student will make this material available to the tutor on an electronic device. It is the responsibility of each student to have the electronic file accessible to tutors during the visit. This can be on a laptop, iPad or other tablet device or a fixed school computer within the classroom. All material should be organised in the folders, as described in this document, and be fully accessible. Students should check accessibility before the visit. A phone is not considered to be an acceptable device;

- The lesson plan for the lesson you are teaching should be available in hard copy format for your tutor during each placement visit;
- Complete a weekly overview sheet outlining your engagement with teaching and relevant classroom-based activities.

RE Certificate: Year 1

Students in Year 1 who are also taking the RE Certificate will be placed in a Catholic Maintained school for part of their block placements and an additional 3 week block (dates forwarded by Dr Gracie).

Electronic SBW Teaching file

Your teaching file represents a portfolio of evidence which is reflective of your developing competence in and understanding of the 'plan-do-review' cycle but also is indicative of your professionalism as a teacher. It should be personal to you and to the classes that you are teaching. It should therefore be well organised, carefully laid out and should exhibit high standards of presentation.

Your teaching file for the block placement will be an **electronic SBW file of evidence** that you will make available to your placement tutors and your class teachers/school principal. Your teaching file must be kept up to date on a daily basis and should be readily available for tutors to view during placement visits. Your electronic teaching file will be integral to the assessment of your placement so you must maintain your folders carefully.

The following areas will be considered before deciding on a final mark for placement:

- 1) Review of planning and preparation in the file by the tutor
- 2) Classroom/Remote/Pre-recorded observations by the tutor
- 3) Pre- and post -observation discussions between student and tutor
- 4) Feedback from school
- 5) Reflections on teaching, as appropriate for each module
- 6) Demonstration of competences
- 7) Additional year specific issues

The following areas will ALSO be considered before deciding on a final mark:

- Critical Self-reflection
- Ability to work independently
- Flair and originality
- Demonstration of core values

Print out one copy of the lesson plan and supporting resources for any lessons that will be observed by a College tutor.

Guidance on formatting

Portrait pages and landscape pages: lesson plans and scheme grid pages definitely look better in landscape format. However other text such as introductory sections etc. which are not in tables/grids should be on a portrait page. We do not want to read text which would normally be on portrait pages spread across a landscape page.

Therefore, you can do one of two things: firstly, you can create two or three separate Word documents, some portrait and some landscape to suit the content, and upload all of them; or alternatively, look into creating one Word document with both portrait and landscape pages in it. Then you can submit just the one document.

Have a look at this YouTube video which explains how to do this - it's all about sections and section breaks! This is a useful skill to know how to do anyway for future reference.


[MS Word Tutorial: How to Insert one landscape page in a portrait document](#)

Saving as PDFs: sometimes the formatting of documents with tables, grids, topic webs etc. can get messed up when you save them to the computer. One way round this is to save such documents as PDFs. When you have finished the document in Word, go to File ... Save As ... Save As Type ... PDF.

In terms of the specific structure for your e-SBW folder, you must follow the instructions below carefully:

Create an e-SBW folder called:

YOUR NAME - Year 1PP - Placement 2023

 Lisa McKenzie - Year 1 PP - Placement 2023

Within your folder, create the following sub-folders:

- School information
- Lesson plans and teaching resources
- Post lesson reviews
- Placement assessment
- Evidence from observation days

What goes in each of these folders is set out on the following pages.

School Information Folder

- A word document with the should include all relevant contact details eg name of the school, name of the principal, name of link teachers eg class teacher and teacher tutor
- Please gather the relevant school policy documents in electronic format (names may vary between schools) and familiarise yourself with procedures
 - Child protection and safeguarding and policy
 - Pastoral Care Policy
 - Health and safety policy
 - Teaching and learning policy
 - Remote learning Policy (if applicable)
 - Marking and feedback policy
 - Behaviour for Learning/Positive behaviour policy
 - School advice/guidance on Covid-19
 - Class information (first names of children only)
- Any other relevant school information

Please name every document clearly.

Ensure you engage with each of these and know what your role and responsibility is.

Within the '**Lesson plans and teaching resources**' folder, create the following folders:

 Week 1

 Week 2

 Week 3

 Week 4

 Week 5

 Week 6

 Week 7

Within each weekly folder create a folder for each day:

Monday 6 February 2023

Wednesday 8 February 2023

Thursday 9 February 2023

Friday 10 February 2023

Tuesday 7 February 2023

Within each daily folder, create separate folders for each lesson:

Lesson 1 (lesson topic eg literacy)

Lesson 2 (lesson topic eg PDMU)

- In each folder include the lesson plan (see template on Canvas) and the associated learning and teaching resources. It may be useful to include examples of tasks/completed work (exemplars of children's work: photos/scans – ensure you have written permission from the school included in your file) which showcase your ability to track whether the learning has or has not taken place.

Within the 'Post-lesson reviews' folder, create the following folders:

Week 1

Week 2

Week 3

Week 4

Week 5


Week 6

Week 7



One post-lesson review per day is required.

Please give every document a clear filename with the lesson title and date; ensure these are kept up-to-date.

In your main e-SBW folder you will also need to create the following folder '**Placement Assessment**':

 Placement Assessment

In this folder create the following folders:

 Observation 1 Observation 2

How will lesson observations work?

- You will be assigned a main tutor for your placement as normal. Your main tutor will carry out two observations and, on the basis of these, will construct two separate reports.
- Your allocated SBW tutor is your main point of contact, please attend any meetings they arrange and reply to emails in a timely manner.

Please include the following information in each observation folder:

- Lesson plan for the lesson you are teaching – this should also be available in hard copy format for you tutor during each placement visit
- Resources and materials for the lesson
- Post-lesson review
- Assessment evidence

Remember to check the information carefully provided in the with the Guide to SBW and Year 1 PPL guide (available on Canvas).

Remember to check the assessment requirements which are due for submission post-placement. This was discussed in class and is available on Canvas.

Any additional questions, please do not hesitate to get in touch.

Wishing you all the best for your first placement. Enjoy!