**Department of Education, Training and Employment**

**Probationary Interns: Interim Report**

(To be completed at the end of the **3rd** month following appointment)

**Employee No:** **Full name:**

**Host School Name:**

**Internship Program:**

**Appointment date:**

**Key** – In terms of what could be expected at this stage of the internship, the interns is: S - Satisfactory

U - Unsatisfactory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **S** |  | **U** |
| **1** | Classroom Management |  |  |  |
|  | 1. Documentation |  |  |  |
|  | 1. Class routine and organisation |  |  |  |
|  | 1. Classroom discipline |  |  |  |
|  |  |  |  |  |
| **2** | **Interpersonal Relationships** |  |  |  |
|  | 1. Ability to communicate with students |  |  |  |
|  | 1. Interpersonal relationships with school staff |  |  |  |
|  | 1. Interpersonal relationships with parents and community members |  |  |  |
|  | 1. Attendance, as rostered |  |  |  |
|  |  |  |  |  |
| **3** | **Curriculum Program Development** |  |  |  |
|  | 1. Knowledge of curriculum and teaching strategies |  |  |  |
|  | 1. Curriculum planning |  |  |  |
|  | 1. Curriculum resources |  |  |  |
|  | 1. Curriculum evaluation program |  |  |  |
|  |  |  |  |  |
| **4** | **Learning and Teaching** |  |  |  |
|  | 1. Use of appropriate teaching strategies |  |  |  |
|  | 1. Use of curriculum resources |  |  |  |
|  | 1. Implementation of curriculum and evaluation program |  |  |  |
|  |  |  |  |  |
|  |

Overall performance is ❒ Satisfactory ❒ Unsatisfactory

**School Leader’s comments (optional)** **………………………………………………………………………………………………………**

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**………………………………………………………………………………………………………………………………………………………**

School Leader’s signature Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Intern’s comments (optional)**

I have sighted this report and have had the opportunity to discuss its content with the Principal. In the event of unsatisfactory performance being indicated, I understand that this report will be part of my personal records file and that I may respond in writing to the report at any time, such response to be also placed on my personal file.

Intern’s signature Date \_\_\_\_/\_\_\_\_/\_\_\_\_



# Please forward report to either

[TradetoTeach@qed.qld.gov.au](mailto:TradetoTeach@qed.qld.gov.au) or [TurntoTeaching@qed.qld.gov.au](mailto:TurntoTeaching@qed.qld.gov.au) **Terms to be used in Teachers’ Probation Report**

(Numbers indicate selection criteria & indicators as per the Applying for Teacher Employment Booklet)

**Classroom Management –** School and classroom rules, routines & movements, record keeping, time & resource management, organisation of support personnel.

**Documentation -** Availability and knowledge of school policies and procedures, documentation and classroom routines and organisation.

**Class routine and organisation -** Implementation of documented policies on classroom routines and organisation.

**Classroom discipline -** Fostering of inner discipline in students and using other appropriate disciplinary measures.

**Interpersonal Relationships****–** Appropriate selection and use of such traits as sensitivity, empathy, rapport, tact caring, responsiveness, valuing and assertiveness.

**Ability to communicate with students –** Selection and use of appropriate interpersonal behaviours with students according to varying circumstances.

**Interpersonal relationships with school staff –** Selection and use of appropriate collegial behaviours with school staff.

**Interpersonal relationships with parents and community members –** Selection and use of appropriate interpersonal behaviours with parents and community members.

**Curriculum Program Development–** Planning and preparation (not implementation) of appropriate curriculum for the whole class and for individuals.

**Knowledge of curriculum and teaching strategies –** Knowledge of relevant curriculum documents, stages or learner growth, and teaching strategies suitable for a particular class and/or individuals.

**Curriculum planning –** Physical documentation which reveals a translation of knowledge of curriculum and teaching strategies, together with a translation of the results of ongoing curriculum evaluation (see below), into a program for a specific class and/or individual.

**Curriculum resources –** Availability and suitability of curriculum resources to be used/being used by teacher and students during the teaching and learning process.

**Curriculum evaluation program –** Evaluation program to be used/being used to provide feedback on appropriateness of the developed curriculum program. The program includes the plan for student assessment.

**Learning and Teaching** **–** Learning refers to the cognitive, affective and social development of the learner. Teaching refers to the use of planning strategies (involving the promotion of student-centred approaches, supporting both learner independence and group participation, enhancing both holistic and analytical thinking and valuing both learning processes and learning products) and the application of appropriate interactive strategies (questioning, informing, discussing and supervising).

**Use of appropriate teaching strategies –** Applying appropriate teaching strategies to implement the planned curriculum program.

**Use of curriculum resources –** Using the resources prepared previously.

**Implementation of curriculum evaluation –** Implementing the planned evaluation program, including the regular assessment of students’ performance and the reporting of progress to parents.