YEAR 1 HWA | I&M FOCUS OVERVIEW *(example)* Note this is usually completed as it is co-constructed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Wiki**  | **HWA | I&M Focus** **Wāhanga 1**  | **HWA | I&M Focus** **Wāhanga 2**  | **HWA | I&M Focus** **Wāhanga 3**  | **HWA | I&M Focus** **Wāhanga 4**  |
| **1**  | **Management Skills and Practices** * Set up and organisation
* Establishing routines
* Use of the environment in a secondary setting
 | **Management Skills and Practices** * School Expectations of Beginning Teachers
 | **Management Skills and Practices**  * Teaching Philosophy
* Share successful teaching practices used to engage the learner and improve learning
 | **Management Skills and Practices**  * School Expectations (Review T2 notes)

  |
| **2**  | **Leadership and Management** * Unpacking the codes and standards
* Setting professional goals
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Leadership and Management** * The benefits of having an e-portfolio,
* How to gather evidence in a ‘time-smart’ ways to add to e-portfolios
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor

Kaiako | Teacher (colleague)   |
| **3**  |  **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Leadership and Management** * Coping with the challenges of the job
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Leadership and Management**      * Review how we are coping with the challenges of the job
 |
| **4**  |  **Pedagogical Approaches** * Classroom culture
* Growth mindset
 | **Pedagogical Approaches** * Te Tiriti o Waitangi
* Te Reo Māori in the classroom
 | **Pedagogical Approaches** * Teaching as Inquiry
 | **Pedagogical Approaches** * E-learning
 |
| **5**  | **Induction**  Professionalism  * Dress/Hours/Attendance
* Conduct
* Leave Forms etc.
 | **Induction** Staying Safe * Personal information, valuables,
* Staying late after school,
* Being alone with students,
* Discussing personal life with students
 | **Induction** * Health and Safety Forms e.g., RAMs
 | **Induction** * Report Writing (school requirements)
 |
| **6**  | **Pedagogical Approaches** * Values and culture in your classroom?
 | **Pedagogical Approaches** * Culturally Responsive classroom management
 | **Pedagogical Approaches** * Start an Inquiry
 | **Assessment Practices and Processes** * Report writing (summative assessments)
 |
| **7**  | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor

Kaiako | Teacher (colleague)  |
| **8**  | **Induction** * SMS system

  | **Induction** * Parent Interviews
 | **Management Skills and Practices**  * Unpack the learning progressions
 | **KT | PCT Choice** * Open session
* Getting ready for next year.
 |
| **9**  | **Professional Relationships** * Do students feel valued and respected?
 | **Feed-back to Students** * How much feedback are students receiving in written and verbal form?
* Is it constructive and provide for next steps?
 | **Reporting to Whānau** * Is interaction with whanau appropriate?
* How have I developed whānau relationships?
 |  |
| **10**  | **Assessment Practices and Processes** * Formative assessment
 | **Assessment Practices and Processes** * What assessment practices are still needed?
* Do I follow an assessment schedule to inform practice?

  | **Assessment Practices and Processes** * Moderation (internal)
 |  |

YEAR 2 HWA | I&M FOCUS OVERVIEW *(example)*Note this is usually completed as it is co-constructed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wiki** | **HWA | I&M Focus** **Wāhanga 1**  | **HWA | I&M Focus** **Wāhanga 2**  | **HWA | I&M Focus** **Wāhanga 3**  | **HWA | I&M Focus** **Wāhanga 4**  |
| **1** | **Management Skills and Practices**  * E-learning in the secondary classroom
 | **Management Skills and Practices**  * School Expectations of a Year 2 KT |PCT
* Has my philosophy changed and why?
 | **Management Skills and Practices**  * Review Te Reo Māori and the use within the classroom
 | **Management Skills and Practices**  PCT/Mentor identify and choose  |
| **2** | **Pedagogical Approaches** * Culturally responsive pedagogies
 | **Pedagogical Approaches** * Effective pedagogies NZC/TMoA
 | **Pedagogical Approaches** * Inclusive pedagogy
 | **Pedagogical Approaches** * Student efficay
 |
| **3** | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 |
| **4** | **Leadership and Management** * Revisiting the codes and standards
* Review professional goals
 | **Leadership and Management** * How is respect shown for decisions made with other staff?
 | **Leadership and Management** * Wellbeing self survey
 | **Leadership and Management**      * Coping with the challenges of the job?
* Leadership plan
 |
| **5** | **Induction** * KT|PCT folder
 | Induction  * Emergency Procedures
* Mid-Year Assessments
 | **Induction** * Use of language at school,
* Use of work computer for personal use
 | **Induction** * Entering Moderation Results into
* Report writing (summative assessments)
 |
| **6** |  **Professional Relationships** * Confrontational students,
* School violence
 | **Professional Relationships** * Having difficult conversations with other kaiako
* Managing angry and upset parents
 | **Professional Relationships** * Relationship with senior management
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 |
| **7** | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Teaching Observation (TBD)** * KT|PCT
* Poutautoko | Mentor
* Kaiako | Teacher (colleague)
 | **Management Skills and Practices**  * File management of student records
* Knowledge of enrolment and withdrawal processes
 |
| **8** | **Pedagogical Approaches** * Te Reo Māori
* Tikanga Māori
 | **Feed-back to Students** * Review student feedback/feed forward to inform mid-year reports.
 | **Management Skills and Practices**  * Critical factors that impact on student behavior and management
 | **Teaching Practice** * Complete I&M folder and gather all evidence
* Completing Certification Process
 |
| **9** | **Assessment Practices and Processes** * Review formative assessment practices
 | **Assessment Practices and Processes** * Moderation (internal)
 | **Assessment Practices and Processes** * Moderation (External)
 |  |
| **10** |   |    |   |  |