



SCHOOL OF EDUCATION
WESTERN SYDNEY UNIVERSITY

Quick Reference Guide for Supervising Teachers

Professional Experience Program

Thank you for supporting a Western Sydney University Pre-Service Teacher. This guide provides answers to common questions and links to key resources for Supervising Teachers.



Quick Contacts

ISSUE	CONTACT
Placement Concerns	University Advisor
Student At Risk	University Advisor
Student Absent	University Advisor
Payment Enquiries	WSU Professional Experience Team EduPEx@westernsydney.edu.au
Access To Resources	PE Coordinator or Professional Experience Team

Remember: If you have a concern about a Pre-Service Teacher, contact the University Advisor. If you need further assistance, contact the Professional Experience Team.



Where can I find placement resources?

All Professional Experience placement resources, including handbooks, reports and other supporting documents, are available on the secure Supervising Teachers' Resource Page. The link is emailed to the Centre Director or School Professional Experience (PE) Coordinator, who can distribute it to Supervising Teachers. If you do not have access, contact your School/Centre PE Coordinator or email EduPEX@westernsydney.edu.au.



Do I need to make initial contact with the Pre-Service Teacher?

No. It is the Pre-Service Teacher's responsibility to make initial contact with the Centre Director or School Professional Experience Coordinator at least two weeks before the placement commencement date.



What are my primary responsibilities?

The Supervising Teacher is responsible for supervising and assessing the Pre-Service Teacher. Key duties include modelling quality teaching practices, understanding Professional Experience requirements, and liaising with the University Advisor.



How do I find out who the University Advisor will be?

The Placements Team will email the school/centre Professional Experience Coordinator once your University Advisor has been assigned. This typically occurs during the first week of placements.



What is the role of a University Advisor?

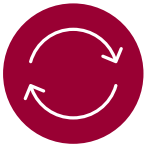
The University Advisor works in partnership with schools/centres, Supervising Teachers and Pre-Service Teachers to support learning, provide guidance and assist with any challenges.



Reports: When and how are they completed?

Supervising Teachers are responsible for completing both interim and final reports. School-based placements only: Supervising Teachers complete the interim reports for 4- and 6-week placements and must be completed at the midpoint of the placement.

The final report must be completed in the last few days of the placement. The Pre-Service Teacher should have the opportunity to review and discuss the report with the Supervising Teacher. A copy of the completed report should then be provided to the Pre-Service Teacher for submission to their University Advisor.



What is the Supervision Cycle?

Refer to WSU Professional Experience Handbook for a detailed outline of a Supervising Teacher's role and responsibilities.



Do I need to provide feedback on every lesson?

Regular feedback is encouraged throughout the placement. Feedback requirements may vary by subject, so please refer to the relevant Professional Experience Handbook for more details.



What if I have concerns about a Pre-Service Teacher?

Where you feel comfortable, discuss concerns directly with the Pre-Service Teacher first. If you are uncomfortable having the conversation, or concerns persist, contact the University Advisor. The University Advisor will work with the Pre-Service Teacher and, where required, liaise with the University. Refer to the University's "At Risk" Process.

NB: Early intervention and open communication are key.



Can Supervising Teachers leave Pre-Service Teachers in charge of students?

No, the Pre-Service Teacher should never be left alone in charge of children during Professional Experience, as they must not assume legal responsibilities.



What if the Pre-Service Teacher is absent?

Pre-Service Teachers must notify you no later than 8:00 am on the day of their absence and also inform the University Advisor. Absences of three or more days in total during the placement require a medical certificate, and students must negotiate make-up days. If excessive absences are causing disruption, contact the University Advisor.



What if I am absent?

Please find an alternative staff member to supervise the Pre-Service Teacher and ensure they are informed of temporary supervising arrangements. A Pre-Service Teacher may work with a casual teacher when unavoidable absences occur. If you cannot continue as Supervising Teacher, notify the University Advisor as soon as possible.



What if the Pre-Service Teacher does not show up and has not advised anyone?

Please inform the University Advisor ASAP or alternatively, contact the Professional Experience Team at EduPEX@westernsydney.edu.au



What hours are Pre-Service Teachers expected to attend?

Professional Experience is a full-time commitment. Pre-Service Teachers are expected to attend for the full day and not leave early for personal commitments. Attendance requirements vary between schools and early childhood services and should be communicated by the Centre Director or Professional Experience Coordinator.



Attendance Essentials

Early Childhood: attend 30 minutes before the allocated shift and be available for meetings and professional activities outside shift hours.

School Placements: attend at least 30 minutes before and after the school day and be available for meetings and professional activities as required. Pre-Service Teachers must complete a daily attendance register recording arrival and departure times; the Supervising Teacher signs it each week.



What if I am concerned about a Pre-Service Teacher's wellbeing?

If a student discloses a concerning situation in confidence, remind them that WSU provides free and confidential support services for students. If you need assistance, reach out to the University Advisor.



What if a Pre-Service Teacher is injured?

Pre-Service Teachers must follow the reporting procedures in their school/centre and contact the University Advisor or the Professional Experience Team to report any injuries. For more information, please refer to the Professional Experience [handbook](#).



What is my responsibility for the Teaching Performance Assessment (TPA)? - Final School-based Placements only.

Supervising Teachers are not expected to undertake additional workload to support the TPA. Usual supervisory responsibilities include discussing teaching and learning, reviewing lesson planning, addressing student needs and providing regular feedback. The TPA is the responsibility of the Pre-Service Teacher.



Can Pre-Service Teachers attend school excursions and other activities?

Yes. Pre-Service Teachers may attend excursions, sports carnivals and other activities with their Supervising Teacher. If an overnight excursion or camp is required, refer to the Professional Experience handbook.



Where can I find information about Supervising Teacher Payment forms?

After the Pre-Service Teacher's placement is completed, the Professional Experience Team will email pay claim details to the Centre Director or School Professional Experience Coordinator. If supervision was shared, indicate the number of days you supervised and provide the co-supervising teacher's name on the payment claim form. For more information, please refer to the [Payment for Supervising Teachers Information Sheet](#).



How can I become a University Advisor?

University Advisors support Pre-Service Teachers throughout their Professional Experience placement. For information about the role, responsibilities and requirements, please refer to the [University Advisor Information Sheet](#).



Where can I find additional resources to support Pre-Service Teachers?

The [NSW Department of Education](#) provides resources and guidance for Supervising Teachers and mentors. Supervising Teachers can also complete AITSL's free Supervising Pre-service Teachers online professional learning program. For more information, please refer to the relevant information sheet.

Still Have Questions?

If you couldn't find the answer to your question or need more information, please contact the Professional Experience Office at EduPEX@westernsydney.edu.au