

TEAM TEACHER PLANNER & REFLECTION

1. To assist teachers who are or may be team-teaching. It is a preliminary planner piece to be completed as soon as you get your Team teacher, both teachers can sit together and work out this year plan together e.g. division of roles/lead teacher/assessment/goals etc.
2. This planner may be re-visited from time to time, e.g. after the whole school workshop in Sept, or as teachers work together, certain areas for further development may emerge
3. It's submitted to SEN by the end of Sept or ASAP and again at the end of the year with a reflection piece completed at the end.
4. The 'Reflection' can be completed at the end of the year, and to be used by teachers to help plan for the following year/reflection on the learner outcomes/student benefits over the course of the year.
5. This document is submitted at the year end and can be jointly written.

	NAME OF TEACHER 1: _____ NAME OF TEACHER 2: _____	TEACHER 1	TEACHER 2	JOINTLY
	CONTENT:			
1	Who plans the lessons?			
2	Who has responsibility for selecting lesson content, aims, objectives, etc?			
3	Who has responsibility for evaluation, reformulation of objectives etc?			
4	Who writes up the lesson plans/subject plans?			
5	Who corrects the copies?			
6	Who sets the class tests/house exams?			
7	Who teaches the main group?			
8	Who teaches the 'target' group?			
9	Who corrects homework?			
10	Other..			
	CLASSROOM MATERIALS:			
1	Who defines the area within which people work?			
2	Who looks after/stores materials?			
3	From What department budget are materials bought?			
4	Who amends materials for students for whom they are unsuitable?			
5	Other..			
	CLASSROOM MANAGEMENT:			
1	Who has responsibility for Discipline: (never 2 on 1)			
2	Who will monitor attendance, punctuality, uniform, etc?			
3	Who will liase with the tutor, YH, DP, P?			
4	Who will go to the PTMs?			
5	Who will meet the parents and other professionals who call?			
6	Who will get the class group into class, seated and on task (e.g explain task?)			
7	Who decides the classroom rules: noise, movement, neatness etc?			
8	Other			

Team Teacher Reflection

Challenges that came with Teamteaching:
1
2
3
4
5
Opportunities or benefits with Team-teaching this group:
1
2
3
4
5

NAME (S): _____

DATE: _____