

Placement Preparation Checklist

MTH6110: Communicating and Teaching Mathematics

School of Mathematical Sciences

Shabnam Beheshti (s.beheshti@qmul.ac.uk) and Matthew Lewis (matthew.lewis@qmul.ac.uk)

DECEMBER/JANUARY

- Submit (online) DBS per directions from SMS Education Services Team (EST). Notify the EST when DBS form is received: an email with the DBS number will suffice for our purposes; your School/College will ask to see/make a copy of the certificate.
- Key Contact at assigned School or College will email you
 - Introduce yourself (when writing emails, use appropriate, professional language)
 - Use your University email address to share your contact information
 - Arrange preliminary meetings with Key School/College Contact at assigned placement (Week 1, Sem B)
 - Indicate availability based on your Semester B timetable for ~8-10 placement sessions

PRIOR TO FIRST PLACEMENT VISIT

- Review Objectives from December 6th Induction
 - How I can contribute on my placement
 - The do's and don't of being a Queen Mary Ambassador in school
 - The school policies that I will need to read
 - The jargon related to working in school
 - What is expected of me and what I can expect of Queen Mary
 - How best to contact my teacher
 - A range of instructional approaches
- Go through Reading List from December 6th Induction Meeting
 - DfE Teachers' Standards
 - *What makes great teaching?* by Coe et. Al., 2014
- Go through any School Policy documents relevant to your placement (shared by Key Contact or on School/College website)
- Review Curriculum relevant for your subject and placement level
- Browse exam board qualification for your subject and placement level (if applicable)

and finally...

- Don't be afraid to ask us, your Module Organisers, if you need us to add any additional resources to our QMPlus page or if you have any questions. If you choose to send a query by email, please email **both** of us.

We look forward to working with you this semester!

--SB and ML