

# The Beginning Teacher's Toolbox

Presented by Lauren Cook



Being a beginning teacher is thrilling but exhausting. This is an opportunity to get tips and tricks to manage the workload and be an effective practitioner.

Format: Online

Audience: This session is aimed at Victorian teachers in their first two years of teaching. Examples will mainly be given from a secondary school perspective.

## Description

Your first year of teaching is going to be as challenging as it is rewarding. Being prepared is the key. This professional development session will look at how to manage all of the firsts you will encounter such as: communicating effectively with parents; writing reports; creating classroom management plans; working with Domain Leaders and Year Level Co-ordinators; planning and documenting curriculum; effective assessment; tips on getting organised for full VIT registration.

There will be interactive aspects of all sessions and an opportunity to exchange ideas with others. You will walk away invigorated, with a plethora of resources and hopefully having had some fun too!

### Additional notes about this format

This course is aimed at assisting beginning teachers with the challenges they face in their new employment, covering everything from setting up your classroom effectively, writing curriculum, reports and dealing with difficult students. Also covers VIT registration.

Teachers outside of Victoria are welcome to join the course. It has great advice, resources, and practical strategies for new teachers.

**Validation:** Teachers outside of Victoria, this course will not be accredited, check with your registration body to see if it may be teacher identified.

## Teaching Standards

- 2.2.2 Proficient Level - Content selection and organisation
- 3.5.2 Proficient Level - Use effective classroom communication
- 4.1.2 Proficient Level - Support student participation
- 4.2.2 Proficient Level - Manage classroom activities
- 5.2.2 Proficient Level - Provide feedback to students on their learning
- 5.5.2 Proficient Level - Report on student achievement

## Occurrences

Start Date	Location	Price
30/06/2019	Online	\$269 + GST

## Sessions

### Starting the Year Effectively

**1 hour**

This session looks at tips and tricks for starting the year in an organised way, both in terms of administration and in setting guidelines as to how you want your classes to work. Some time and effort here will lead to greater success as the year progresses.

### Writing Curriculum

**1 hour**

At some time during your first year, you will be made responsible for putting together a unit of work. This unit assists you to break this into logical chunks to write something that will allow students to achieve their best.

### Dealing with Difficult People

**1 hour**

This session certainly gives you tips on student management, but also on how to deal with difficult adults, whether they be parents or co-workers.

### Writing Reports

**1 hour**

Writing reports can be tricky, and there are some basic tips for how to make these both relevant and professional. This also includes tips for how to gather and store data to feed into reports.

## **VIT Registration**

**1 hour**

This session assists you to begin your VIT registration process.

## **Make Your Start**

**1 hour**

This session is an opportunity to put together and make plans for implementing information from the previous sessions.

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## **About the team**



### **Lauren Cook**

**Creator**

Lauren Cook can't remember a time when she didn't want to teach. From the beginning of her career in 2001, she strove to understand what was at the basis of good teaching and learning.

Lauren spent many of her early years of teaching in brand new schools, where the exploration of best practice was at the forefront. Lauren undertook a variety of leadership roles from curriculum to professional learning to student management. She also joined the Faculty of Education at Deakin University to work with pre-service teachers.

In 2010, Lauren became an Assistant Principal, but missed her role in the classroom. She now wants to focus more on teaching and learning, and contributing to developing professional networks of teachers committed to best practice.





## Enrol now to secure your spot

Limited spots are available. Please enrol online or fax your enrolment to 1300 667 691 to secure your spot.

Please note, by submitting this enrolment form you are confirming that you have been given financial approval by your employer to attend this course. Cancellation advice should be given in writing 7 days before the commencement of this course.

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Product: The Beginning Teacher's Toolbox

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Occurrence Date:

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Your Name:

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Your email address:

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Employer name:

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Employer phone:

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Enrol online at <http://tta.edu.au>