



INTERNATIONAL BRITISH SCHOOL
of BUCHAREST

SCHOOL EXPERIENCE PROGRAMME

Student Teachers Training Programme
In Partnership with Spiru Haret University

HANDBOOK

Session 1
Autumn 2009



International Education

WWW.IBSB.RO



COBIS

COUNCIL OF BRITISH
INTERNATIONAL SCHOOLS



ACCREDITED SCHOOL

PROGRAMME DETAILS - Session 3/2009

Purpose/Aim

International British School of Bucharest is the only international school in Romania which organizes teaching practice sessions for university students who wish to pursue a teaching carrier. As a result of the protocol we have established with Spiru Haret University, one of the strongest Romanian Universities, we are now a teaching practice centre and we are planning ahead to involve other international schools.

The mission of our programme is to contribute to the enhancement of education in Romania. This is accomplished by giving Romanian student teachers the opportunity to work together on a daily basis for up three weeks in a mentoring environment contributory to professional sharing and growth at the International British School of Bucharest.

The aim of the School Experience Programme is to develop trainee's practical skills and understanding for planning and evaluating lessons, teaching and class management, and to begin to understand the role of assessment in teaching and learning. The whole programme is concerned with introducing the British educational system to the Romanian students who want to develop a future teaching career in an international school. Also, the programme provides a perfect medium for the British and international students who want to complete their teaching practice [PGCE] in a leading British international school.

Although, the programme is now at an embryonic stage, we are sure it will become a point of reference in the near future and a pillar in preparing international educators ready to keep abreast with the educational thought and practice and force the challenges of teaching in an international environment.

Finally, the true beneficiaries of our programme will be the students from the Romanian national schools who will have the opportunity to be taught by a teacher who has completed the teaching practice module in a well regarded international British school gaining in this way superior expertise and experience.

http://www.ibsb.ro/our_school/school_exp.htm

Programme Sequences/Staff responsibility

Before the programme to commence the academic staff will be provided with all the important details

Responsible Teachers [see special section for details]:

- Will be informed about their allocated students and their responsibilities
- Will be provided will all the necessary forms [that have to be completed]
- Will be aware of the importance of a friendly and professional working environment

All of the teachers:

- will be informed about all the areas of the programme and the possibility of being friendly observed and enquired by the teacher students; each observation must be agreed with them
- will create a friendly environment for the student teachers
- will make possible this programme

Inset

The programme commences with an inset session for the teacher students [the Saturday before the week of commencing]

Ciprian Tiplea will chair the session and will inform the student teachers about the following expectations of them in school [all of the responsible teachers must attend; any other teacher is welcome]:

- Punctuality and attendance [coordinators must be informed of any illness or delay]
- Respect for the ethos of the school
- Seeking permission for interviewing
- Tact in commenting on the work of pupils or staff
- Initiative in supporting the class and teacher
- Sensitivity to pupils' needs and problems
- Dress codes
- Issues of confidentiality when writing about school and pupils
- Employment Opportunities; [some strong students will be invited to a permanent contract with the school]

Programme Schedule *

*see separate sheets

Timing: 2 + 1** weeks

** week 3 is an extent reserved for some additional seminars, review of the programme and portfolio award ceremony

Outcomes

- The main focus of observations and experiences during this period should be looking at the social context for learning and noting a range of strategies for teaching and class management
- Developing the professional judgment needed for longer term planning, teaching and assessment

Responsibilities of the Programme Coordinators

- Liaison with the universities
- Keeps the university informed of problems
- Provide general information on the school, its ethos, aims, policies and practices
- Day to day support for teacher students during school experience
- Preparation of the timetable for students
- Enabling observations and enquiries within departments
- Co-ordination of evaluations
- Ensure quality of opportunity within school

Expectations/Responsibilities of Student Teachers

Before entering schools on any part of the course, students are informed of the following expectations of them in school:

- Punctuality and attendance [coordinators must be informed of any illness or delay]
- Respect for the ethos of the school
- Seeking permission for interviewing
- Tact in commenting on the work of pupils or staff
- Initiative in supporting the class and teacher
- Sensitivity to pupils' needs and problems
- Dress codes
- Issues of confidentiality when writing about school and pupils

Sections

The student teachers can chose [limited by the number of available places] between 3 different sections as follow: [there are 14 places available this session]

Primary School: [tot. 2 places]

- English Language

Secondary School: [tot. 11 places]

- Mathematics [1 place]
- English [1 place]
- ICT [1 place]
- History [1 place]
- Geography [1 place]
- Psychology [1 place]
- Economics [1 place]
- Spanish [1 place]

- French [1 place]
- Music [1 place]
- Physical Education [1 place]

Educational Leadership: 1 place

Responsible Staff

- **Programme Coordinators:**

Ciprian Tiplea/Head of School
Bogdan Lazar/Deputy Head of School/Director of Studies

- **Programme Officer:** Ioana Dumitrescu/Links Officer

- **Seminars/Trainers:**

- **Educational Management:** Ciprian Tiplea
- **Students' Motivation / Merits and Warnings System:** Ioana Dumitrescu
- **Comenius Project:** Ioana Dumitrescu
- **Teaching in International Schools:** Lucy Crane / George Fieraru
- **Class Management:** Neil Lee
- **The British International Curriculum:** Ciprian Tiplea
- **Issues related to access to Higher Education :** Bogdan Lazar
- **International Schools in Romania:** Bogdan Lazar
- **Teaching and Assessing Skills:** Roy Chambers
- **Pastoral Care:** Jane Broadhurst
- **Special Educational Needs:** Marina Vasile
- **Computer Assisted Teaching/Implementation of ICT in other subjects:** Neil Lee
- **Extra / Cross-curricular Activities:** Jane Broadhurst
- **Community Action Service:** Johanna Croci
- **Prefects / House System:** 2 Prefects
- **Primary School Curriculum:** Alan Cornish

- **Subjects Coordinators:**

- **English Language:** Roy Chambers

Faculty of: **English**

- **Mathematics:** Ciprian Tiplea

Faculty of: **Mathematics-Informatics** [Major: Informatics]

- **Foreign Languages:** Ioana Dumitrescu

Faculty of: **Modern Foreign Languages**

- **ICT:** Neil Lee

Faculty of: **Mathematics-Informatics** [Major: Informatics]

- **Social Sciences:** Johanna Croci
Faculty of: **Psychology**
- **Humanities:** History : Lucy Crane, Geography: George Fieraru
Faculty of: **History, Geography**
- **Music:** Angel Militaru
Faculty of: **Music**
- **Physical Education:** Ciprian Iacob
Faculty of: **Physical Education**

Issued Documents

[For the teacher students]:

- *Certificate in School Experience*
- *Assessment Transcript*
- *Reference from the Head of School*
- *Reference from the Subject Leaders*
- *Reference from the Programme Officer*

[For the involved IBSB teachers]:

- *Certificate of participation in the School Experience Programme*

Bilateral Documents [IBSB-SHU]:

- Protocol
- Award of affiliation

BL, July 25, 2008
BL, Amended, August 20, 2008
CT, Approved, September 12, 2008
BL/CT, Amended, October 18, 2008
BL, December 19, 2008
BL, February 02, 2009
BL, August 21, 2009

Ciprian TIPLEA, Head of School
Bogdan LAZAR, Deputy Head of School and Director of Studies
Ioana DUMITRESCU, Links Officer

International British School of Bucharest
Department of Studies
©2009