

## FACILITATOR QUICK GUIDE

Welcome to *Teachers and Teachers' Aides Working Together*. This is a professional development resource for schools. It has nine modules for teachers and teachers' aides to complete together. The modules are designed to help strengthen the ways teachers and teachers' aides work together, and help to build professional knowledge and a shared understanding of inclusive practice.

Before facilitating a module, read the *Information for School Leaders* here [teachersandteachersaides.tki.org.nz/Need-to-know/School-leaders](http://teachersandteachersaides.tki.org.nz/Need-to-know/School-leaders)

Each module is a 'ready-to-use' pack with a presentation, workbook, activities and a guide for putting new learning into practice.

Each module follows an inquiry cycle, where teachers and teachers' aides engage with information about the topic, reflect on an aspect of their work and plan a new strategy or an approach to try. After implementing the strategy or approach, the teacher and teacher's aide evaluate how it went.

Refer to this *Quick Guide* each time you facilitate a module.

### Before the module:

- Read the module workbook, including all of the activities and watch the presentation.
- Think about how the module relates to the prior experience, context and learning needs of those who are doing the module.
- Think about how the module relates to the school's context and current practice. Does the module provide opportunities to recognise things they are doing well?
- Decide which of the activities you will do.
- Understand the module resources and how to use them.
- Decide how you will use the PowerPoint presentation. Participants can watch it online or you can download the file and talk to each slide. Make sure you have the equipment (laptop, data show and an internet connection if you want to watch online).
- Make copies of the workbook for participants. Consider printing only the activity sheets for the activities you will use.
- Check to see if the teachers and teacher's aides would like the module workbook, link to the presentation, or the two-page handout that summarises the module content ahead of time.
- Go to the inside cover of the module booklet for any specific preparation required.

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### During the module:

- Guide the participants through the six-step process. This is particularly important for planning and implementing a practice strategy and when meeting afterwards to reflect.
- Facilitate discussion during the activities and help the participants relate the content and activities to their settings, experiences and practice.
- Encourage participants to question their existing beliefs and practices and to consider whether alternative approaches, attitudes or practices may result in better working relationships between teachers and teachers' aides, more inclusive environments and improved student outcomes.

### Using the modules follows these steps:

#### Talk about the previous module

If the participants have already done a *Teachers and Teachers' Aides Working Together* module, take some time to complete step 6 from that module. Encourage the teachers and teacher's aides to talk about the strategy they tried in their work, the impact it had and what they might do differently next time.

#### 1. Get started

If this is the participant's first module start by looking at the cartoon, reading the quotes and discussing the key principles and learning outcomes – these set the scene for the module.

#### 2. Watch the presentation

Next, present the module content in a way that suits the teachers and teachers' aides you are working with. You can use the PowerPoint supplied with each module or set up as a shared reading task with the two-page handout that summarises module content. A PowerPoint handout and the two-page summary are both included in the workbook.

#### 3. Choose an activity

Move on to the activities. Follow the instructions in the workbook and decide whether discussions are best had in pairs, small groups or a large group. Ensure all resources required for the activities are prepared (eg, copies of the worksheets, a laptop with internet access, downloaded readings etc.)

#### 4. Plan for practice

After completing the activities, use the suggestions in the workbook for putting learning into practice. This will involve the teachers and teachers' aides planning a strategy or task to try.

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### 5. Give it a go

Allow the teachers and teachers' aides a couple of weeks to trial the strategy or approach. Sometimes, this involves liaising with others in the school, such as the special education needs coordinator or head of learning support.

### 6. Talk about how it went

After the teachers and teachers' aides have tried the strategy or task they planned, meet to reflect on how it went and what they might change for next time. There are reflective questions in the workbook to guide this discussion.



Download this Quick Guide from [teachersandteachersaides.tki.org.nz/Need-to-know/Facilitators](https://teachersandteachersaides.tki.org.nz/Need-to-know/Facilitators)

To find out more about *Teachers and Teachers' Aides Working Together* and to access the modules go to [teachersandteachersaides.tki.org.nz](https://teachersandteachersaides.tki.org.nz)