

Next steps

Congratulations on the successful completion of your two day teacher training workshop.

This document explains how to complete your induction and prepare for your first class.

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Engagement Form

Once we have marked your workshop attendance, you will find a new tile has been added to your home page in the Learning Centre.

This is your volunteer agreement with Primary Ethics, outlining the requirements of your volunteer role and our obligations to you. Please click on this tile to open it, and take the time to read through the information. If you haven't already read the Guidelines for Volunteers, please click on the link in this module and read it now.

Once you have read and understood the stated Terms of Engagement, click the 'I agree' button.



Once you have clicked 'I agree' and 'submitted', you'll see that the certificate icon in the bottom right hand corner of the Volunteer Engagement Form tile, appears in green.

Click the following link to view a video demonstrating how to complete the Engagement Form.

<https://vimeo.com/157380529>



Authorisation List for your school

Primary Ethics is required to send a list to each school with details of volunteers authorised by us to teach at that school. If your name is not on this list, your school should not allow you to teach.

Once you have completed your Engagement Form, an updated list will be sent to your school.

Please notify us if you decide to teach at more than one school, or to change schools. We'll need to add your name to the Authorisation List at the new school as well.

Contact your ethics coordinator

Let your ethics coordinator know that you have completed your new ethics teacher training and have clicked to agree to the terms of engagement. He or she will work with you and the school to organise your first class. You may have been recruited by a regional manager or volunteering manager if the school doesn't currently have an ethics coordinator. If that's the case, that person will be your contact.

Which topic to teach

You'll need to know:

1. What stage you'll be teaching
2. What year to use. Odd year covers 2019, 2021 etc; Use even year for 2020, 2022 etc

Starting a new class (regardless of the time of year)

Stage	Students in:	First topic to teach in 2019
Early Stage 1	Kindergarten	Questions, Puzzlement and What is OK
1	Year 1 or 2 (whether all year 1, all year 2 or a composite class)	Introductory Lesson then Topic 1: Empathy
2	Year 3 or 4 (whether all year 3, all year 4 or a composite class)	Introductory Lesson then Topic 1: Being greedy
3	Year 5 or 6 (whether all year 5, all year 6 or a composite class)	Introductory Lesson then Topic 1: Voting

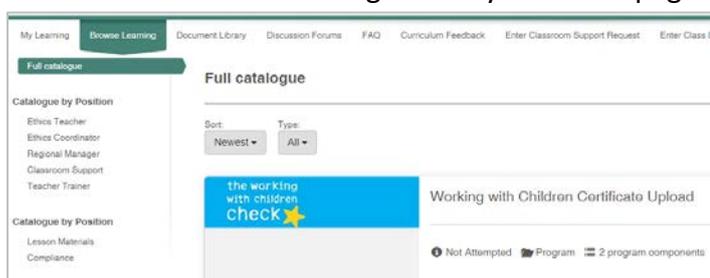
Taking over an existing class

Check with the previous teacher or your ethics coordinator to see where the class was up to, and continue from there. Some classes are out of sync with odd/even years, so you may need to teach the odd year curriculum in an even year, or vice versa. It is important that students are not repeating lessons.

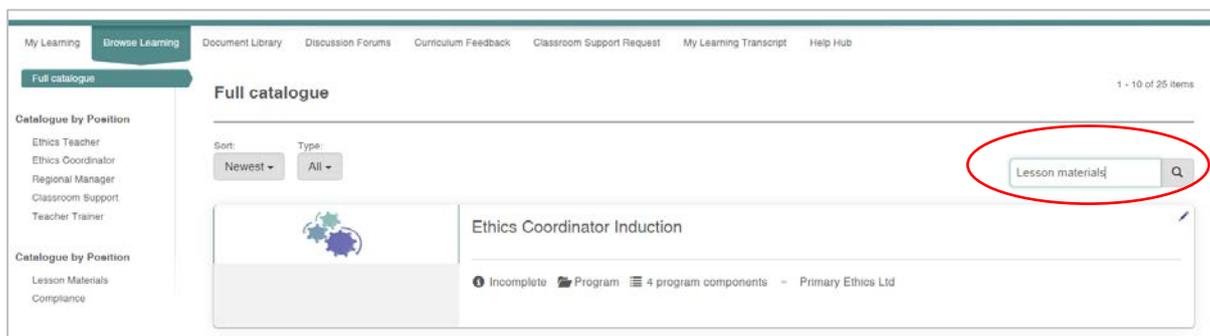
Accessing lesson materials

After you have completed your Volunteer Engagement Form, you will be able to access the lesson materials in the Learning Centre.

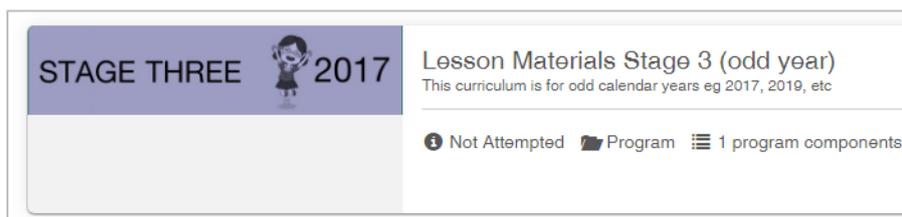
1. Click on the Browse Learning Tab on your home page.



2. Enter 'Lesson materials' into the Search box in the top right hand corner of the screen and click to search.



3. Select the tile for your Stage and year (odd or even), and then click on it.



4. When you click on the tile, you'll see a green 'Enrol' button.

The screenshot shows the Primary Ethics Learning Centre website. The top navigation bar includes 'My Learning', 'Browse Learning', 'Document Library', 'Discussion Forums', 'Curriculum Feedback', 'Classroom Support Request', 'My Learning Transcript', and 'Help Hub'. A search bar is located on the right. The main content area is titled 'Lesson Materials Stage 2 (even year)' and includes a green 'Enrol' button circled in red. Below the title, it shows 'Enrolment Status: Not Enrolled' and a section for 'Overview and Instructions' with a link to 'Guide to downloading lesson materials'. A progress bar for 'Introductory lesson' is shown at 0%.

5. Once you have clicked the 'Enrol' button, the tile will appear on your home page next time you log on.

The screenshot shows the Primary Ethics Learning Centre home page. The navigation bar includes 'My Learning', 'Browse Learning', 'Document Library', 'Discussion Forums', 'Curriculum Feedback', and 'Classroom Support Request'. Two lesson material tiles are displayed. The first tile is for 'STAGE TWO 2017' and is titled 'Lesson Materials Stage 2 (odd year)' with a status of 'Completed'. The second tile is for 'STAGE THREE 2017' and is titled 'Lesson Materials Stage 3 (odd year)' with a status of 'Completed'. Both tiles have 'Launch Edit' and 'More' buttons at the bottom.

6. Click on the tile to access materials. You'll see each topic listed in order.

The screenshot shows the 'Overview and Instructions' section of a lesson material page. It includes a link to 'This curriculum is for odd calendar years eg 2017, 2019, etc' and a link to '+ Guide to downloading lesson materials'. Below this, a list of topics is shown with expandable arrows: 'Introductory lesson', 'Topic 1 - Voting - an ethical issue?', 'Topic 2 - Punishment', and 'Topic 3 - Being Vain'.

- Click on the arrowhead next to the topic you want to view the lesson materials (lesson and resources) for that topic.
Then click the green Download button to open each document.

> Introductory lesson	0%	Not Attempted
▼ Topic 1 - Voting - an ethical issue?	0%	Not Attempted
▼ Lesson		Resources
+ revision record - voting.docx		Download
+ voting - lesson - large size - 3apr, 2017.pdf		Download
+ voting - lesson - regular size - 3apr, 2017.pdf		Download
▼ Resources		Resources
+ lesson 1_jen and the election script.pdf		Download
+ lesson 3_reasons for and against school uniforms.pdf		Download

Note: You can choose to download the topic in either:

- Regular size (11 font) or
- Large font (16 font)

If there are images for that particular topic, you can choose whether to download them as either:

- each individual image as a jpeg, or
- all images in one file, as a pdf

ID

While on school grounds in the capacity of an ethics teacher, you must wear a name badge with our logo on it and carry a photo ID.

To produce a name badge: Click the green certificate icon on the Engagement Form tile to produce a pdf of the badge.

You'll need to print it, cut it out and fold it in half to fit in a standard size name tag holder (with your name on the front and your ID details required by your school on the back).



Preparing for your first class

Ensure you know the following before your first class. Your ethics coordinator should be able to help you with this.

- Your school's discipline/behaviour guidelines and processes, and whether you are allowed to participate in the school's reward system, such as giving out school reward tokens.
- The school's policy on allowing students to go to the toilet during class time. Many schools require children to travel in pairs. Some say no toilet breaks in class time. (May vary with the age of the students).
- The school's policy on caring for children who feel unwell in class. You may be required to send two children to the office with the sick child.
- The school's Emergency Evacuation and Lock Down Procedures
- Where to sign in
- Which classroom you'll be in
- Whether you will have access to resources such as a whiteboard or Smartboard
- Whether you need to take a roll each week and if so, where you will pick it up and drop it off
- Whether it is appropriate for you to be introduced to the principal or the school's SRE/SEE Coordinator and if so, arranged to meet?
- Whether there are any students in your class with special needs (behavioural, medical or disabilities), and if so, how to best support them.

Other things to consider before your first class

- Have you had a look at the classroom/space you'll be in and decided how to arrange the circle, and whether to sit students on chairs or on the floor?
Remember, you need to leave the classroom as you found it, so if you want to move furniture, you'll need to put it back at the end of the lesson. You can ask the children to help you with this.
- Have you put some thought into how you will remember the names of your students? For example,
 - Some teachers draw up a floor plan of where they'll tell each student to sit.
 - Some sit students in alphabetic order (until they learn their names)
 - Some create name badges for their students. (Sticky labels or lanyards)
 - Some play a game in the first lesson, such as saying your name and an animal that starts with the same letter. (eg Karen Kangaroo)
 - NOTE: Do *not* take photos of students to help you remember. You must have permission from the school and possibly parents before you can photograph a child.
- Have you printed the Primary Ethics ground-rules and put some thought into how you will display them?
- If your own child will be in your class, have you prepared them by explaining what they should call you and explained that you cannot show them any favouritism?
- Have you thought of some circuit-breakers you can use to settle or re-energise students if required?

Where to get help

- For **technical difficulties** such as navigating the Learning Centre, email helpdesk@primaryethics.com.au
- For **administrative** matters, ask your Ethics Coordinator.
- Questions about **teaching the lessons**:
 - Ask other ethics teachers at your school
 - Check the Ethics Teacher Handbook, which you'll find in the Document Library in the Learning Centre
 - Ask for help from the Classroom Support Team. Use the tab called 'Enter Classroom Support Request' in the Learning Centre.
 - Work through the online modules for Continuing Professional Development and attend the workshops.
 - If you are concerned about behaviour management, you could also try asking a school teacher at your school
- You can also call the Primary Ethics Office on 8068 7752 for help with any matter.
- Once you start teaching, you are welcome to complete the online Continuing Professional Development modules in the Learning Centre and come along to a short workshop.

Staying connected with Primary Ethics

Each month you'll be emailed a volunteer bulletin. Please read this so you're informed of any changes and announcements. All back copied can be viewed here: <http://bit.ly/volunteerbulletins>

Please like and follow our Facebook page: www.facebook.com/primaryethics and join our Facebook volunteer group: www.facebook.com/groups/primaryethics

We have a Twitter account: twitter.com/EthicsEducation and a LinkedIn page too: www.linkedin.com/company/primary-ethics/ If you have a LinkedIn profile you may like to add your Primary Ethics volunteering details to it. You'll also receive PrimaryEthics@Home, an email designed for parents that gives background to the Primary Ethics topics, and the Primary Ethics Quarterly Supporter News.