

Site Coordinator Checklist

Timing	The Site Coordinator should:	✓
Prior to Placement	Confirm placements with the Professional Experience Office (PEO) at QUT.	
	Read through the Professional Experience (PEX) Handbook.	
	Place pre-service teachers (PSTs) with a suitable Supervising Teacher.	
	Distribute all information from QUT to Supervising Teachers.	
	Allocate a suitable workspace for the PSTs.	
	Conduct an induction to the site.	
During Placement	Maintain regular contact with and support Supervising Teachers.	
	Ensure PSTs have discussed goals and progressions with Supervising Teachers.	
	Maintain regular contact with PSTs.	
	Liaise with your site's University Partner and maintain regular contact.	
	Read all PST interim reports and initiate a Student Action Plan (SAP) for any PST who is not developing adequately.	
	Advise the University Partner of any concerns at any stage.	
	Support Supervising Teachers in the evaluation process.	
	Conduct professional learning sessions with PSTs.	
Post placement	Sign all final reports and ensure that all PSTs receive the final report on their final day of placement.	
	Complete and submit final report to University Partner stating whether PSTs passed or failed the placement	
	Collate all pay claim forms from Supervising Teachers with yours and submit to QUT.	
	Continue to build partnerships with QUT and support the Professional Experience of PSTs.	