

## Instruction Coach Coaching Program

This is a program of the instruction coach's role in supporting the principal and the teaching team to deliver effective teaching. The instruction coach can use this program to understand the tasks they can perform in their role and then schedule their own activity into the **Coaching Schedule Template**.

### Coaching program by cycle of practice

Program	Components	Frequency	Resources
<b>Cycle 1 – School Professional Learning</b>			
Lead professional learning	Instil the value of continuous professional learning and help build the school's Professional Learning Plan to align with what the school intends to achieve.	Term 4	NA
	Encourage the principal and teaching team to undertake the modules in the Professional Learning Plan.	Weekly	
Hold learning conversations	Review progress with each team member on their Weekly Individual Professional Learning Report.	Weekly	NA
	Identify missed targets and adjust timelines with each teaching team member.		
Certify professional learning	Advise team members when they have mastered a technique or practice to undergo assessment and so they can get accredited.	Once a term	NA
	If accredited to be an assessor, assess the assessment video and provide accreditation.		NA
	Advise the team member on the practice module they should undertake to add to their Professional Learning Plan if they failed to get certified.		
<b>Cycle 2 – Classroom Coaching</b>			
Demonstrate teaching to mastery	Allocate 20 minutes to each classroom and log it in the Coaching Schedule	Fortnightly	<a href="#">Coaching Schedule Template V2 20240604.docx</a>
	Advise the teacher and teaching assistant on the technique or practice to focus on based on their observations.		
	Record a part of or the whole lesson demonstrating the technique while the teaching team observes.		
Observe effective teaching practice	Observe teaching team new to effective teaching. Provide assessment and feedback through Techniques Observation Form and feedback through the Techniques Observation Feedback Form.	Once a week	<a href="#">Techniques Observation Form V8 20240604.docx</a> <a href="#">Techniques Observation Feedback Form V2 20240604.docx</a>
	Demonstrate techniques done incorrectly using gestures or verbal prompts while the lesson is underway to provide on the spot feedback.		
Provide constructive feedback	Hold a coaching session using the Coaching Session Form.	Once a week	NA
	Provide feedback based on the information collected from the Weekly Classroom Data Review Report, Techniques Observation Form, Practices Observation Feedback Report, and Teacher and Student Engagement Observation Feedback Report.		
	Review improvement actions to be completed before the next feedback session.		
<b>Cycle 3 – School Data Review</b>			
Lead school improvement	Work with the principal to finalise the School Improvement Plan	Once a year	NA
	Review the Term School Improvement Review Report and present the results to the teaching team improve and help solve problems encountered	Once a term	NA
Conduct student placement testing	Develop Placement Testing Plan and advise the teacher on which test protocol to use.	As needed	NA
	Analyse the Placement Test Results, verify the reliability of the test and clarify any ambiguity with the teacher.		
	Advise the teacher on the Test Protocol to use for further testing		
Timetable student and teacher's programs	Use the Placement Test Results and school resources available to determine student's learning needs.	Once a term	NA
	Allocate adequate time for teaching each subject and upload it to the Teaching and Learning Instrument		NA

Program	Components	Frequency	Resources
Hold data reviews	Review the Weekly School Improvement Report and recommend improvements as necessary.	Weekly	
	Review the Weekly School Continuous Improvement Report and raises each open anomaly in order of priority.	Fortnightly	
	Set up and update the School Data Wall in places accessible to the teaching team and parents.	Weekly	<a href="#">How to Create Classroom and School Data Walls V2 20240529.docx</a>
<b>Cycle 4 – Classroom Data Review</b>			
Hold data conversations	Explain the student's results, how they link to the teaching practice, what has improved and what further actions will increase student progress.	Weekly	<a href="#">Data Conversation Form V3 20240604.docx</a>
<b>Cycle 5 – School Professional Conversations</b>			
Lead Professional conversations in Team Meetings	Host team meeting to facilitate teaching team’s discussion on continuous improvement and celebrate success.	Weekly or fortnightly	NA
Lead professional peer networks	Share experience and get insights from their peers on their school improvement implementation.	Once a term	NA
<b>Cycle 6 – Classroom Collaboration</b>			
Schedule and host lesson practice sessions	Coordinate practice sessions to pair teachers who have mastered practices and techniques with less experienced peers.	Weekly	<a href="#">Lesson Practice Form V4 20240604.docx</a>
	Monitor and provide feedback, answer teaching team members’ questions during the session.		
Conduct peer lesson observations	Discuss observations with the teacher accompanying them on extended classroom observation of another teacher.	Twice a term	NA
<b>Cycle 7 – School Improvement Partnership</b>			
Review progress with community	Review the Term School Improvement Review Report data and draft commentary within the first week of the new term.	Once a term	NA