

Primary Teacher Training Course (PTTC)

Description:

This course aims to provide trainees with the skills and knowledge to teach children between the ages of 6 and 12 in schools or private institutes. Trainees may be people wishing to find work teaching primary aged children or those already teaching who have *no prior qualifications* with this age group.

The skills required for teaching young learners are different from those for adults. This course provides trainees with practical techniques for classes, such as manual activities, songs and games. Trainees will be able to use these techniques with a language focus. There is also support with long-term lesson planning and assessment which is an important part of teaching young learners in Mexico. In addition, the course provides essential theory specific to primary-school-aged learners and methods for observing their development.

Course Length:

The course duration is 90 hours, consisting of input sessions, Teaching Practice and mid-term and final exams. Trainees are expected to commit considerable time outside of sessions to lesson planning, further reading, and production of materials.

Trainee entry requirements:

Must be 18 years old or older.

Minimum CEFR B2 level of English

Previous teaching qualifications and experience are not a requirement.

The course is not suitable for teachers who hold prior YL certification.

Candidate's Profile after the Course:

The Trainee will be able to teach English as a Second Language effectively and efficiently to primary school-aged learners in private and public sectors.

Trainer profile

Trainers will have experience in teaching primary school children and a dedication to teaching and training for this age group.

Assessment

Trainees will be assessed through a mid-term and final methodology exams, Teaching Practice, and lesson planning. They will be required to produce a portfolio of materials and keep a file of lesson plans and teaching practice reports.

Breakdown of Assessment Components

Methodology	30% Mid-term exam 30% Final exam 30% Manual Activities Album 10% Teaching Practice Reports
Teaching Practice	90% Teaching Practice 10% Portfolio
Lesson planning	80% Lesson Planning 10% Material 10% Portfolio

In order to pass the course trainees must get a minimum of 8 in each of the rubrics Methodology, Lesson Planning, Teaching Practice.

Tutorials should be held half way through the course and after the final exam to discuss progress with the trainees. If there are special circumstances further tutorials may be held. Individual attention to trainees is essential throughout the course.

A file should be kept with the following information on each trainee:

- Notes and tasks from entrance interview.
- Peer teaching observation notes.
- Record of absences (including reason).
- Reports on any special situations relating to the trainee which arise during the course.
- Notes from mid-term and final tutorial (and any further tutorials, or official discussion held between trainee and trainer).
- Final written assessment.
- Teaching Practice observation notes and copy of assessments of group's lesson plans.

The file should be kept up to date and may be checked externally during the course for moderation purposes. The file will also be referred to in case of complaints or appeals.

Programme format

There are 18 units.

- Unit 1. Children as language learners**
- Unit 2. Observing the child in the classroom**
- Unit 3. Methods and approaches**
- Unit 4. Classroom management**
- Unit 5. Lesson planning**
- Unit 6. Teaching vocabulary and structures**
- Unit 7. Materials evaluation and design (worksheets)**
- Unit 8. Games**
- Unit 9. Teaching listening and speaking**
- Unit 10. Storytelling**
- Unit 11. Music and songs in the classroom**
- Unit 12. Teaching reading and writing**
- Unit 13. Manual activities**
- Unit 14. Holidays and festivals**
- Unit 15. Learning to learn**
- Unit 16. Teaching with technology**
- Unit 17. Assessment**
- Unit 18. Planning revisited: using course books, long-term planning and record keeping**

Teaching Practice

Feedback for Teaching Practice

Mid-Term exam

Final exam

Final Feedback and Portfolio revision

Trainers should follow the general sequence of the units but may adapt and develop a session plan suitable to the specific circumstances. As standard practice you should start the session with a warm-up to get the trainees thinking in English and tuned in to English. Where possible these should review assumed knowledge and information covered in previous sessions. Suggestions are included in the session plan.

The programme contains a suggested input plan for each unit, input notes, handouts and overhead transparencies. The materials are meant as a guide to trainers; they may be used directly, but trainers should adapt the course to the needs of the trainees and develop course input according to their own knowledge and experience. The profile of trainees is quite broad and there will be cases where some trainees have experience with children but no formal training, others might have experience and a certification in adult teaching, and still others might be completely new to teaching. Trainers should use trainees' prior knowledge and skills to make the course as productive as possible.

Guidelines for Teaching Practice

Each trainee must teach for a minimum of 1.5 hours, and participate in all Teaching Practice sessions to elaborate the Lesson Plan. All of the trainees should take equal involvement in lesson planning, even if they are not going to teach in a particular session; the 'Lesson Plan' grade applies to all trainees in a TP group. Trainers must keep a careful record to ensure that all trainees complete the required time.

Teaching Practice Breakdown

Group of 3 trainees			
TP	Trainee A	Trainee B	Trainee C
1	30 mins	30 mins	
2	30 mins		30 mins
3		30 mins	30 mins
4	60 mins		
5		60 mins	
6			60 mins
Total	2 hrs	2 hrs	2 hrs

Group of 4 trainees				
TP	Trainee A	Trainee B	Trainee C	Trainee D
1	30 mins	30 mins		
2			30 mins	30 mins
3	60 mins			
4		60 mins		
5			60 mins	
6				60 mins
Total	1.5 hrs	1.5 hrs	1.5 hrs	1.5 hrs

Classes for Teaching Practice should have at least 6 students. It is the responsibility of the trainee to ensure that there are sufficient 'guinea pig' students for TP sessions. Each trainee should bring two 'guinea pig' students. Neither trainees nor trainers are permitted to advertise classes using the Anglo name or logo. Signs may be put up in branches so long as parents are told the circumstances of the class.

Entrance Process:

Any candidate, internal or external, pursuing any Teacher Training Courses must follow this process:

1. Complete the application form and provide an electronic copy of the required documents (proof of ID, language level, high-school certificate or higher, and any relevant ELT qualifications)
2. Complete the entrance exam, which will be the basis for the interview
3. Be interviewed by an approved interviewer
4. If accepted, read and sign the Service Level Agreement
5. Proceed to payment

For all external and internal candidates who are pursuing a scholarship in the Foundation's scholarship programme, they must follow the steps dictated by the scholarship programme in addition to the ones stated above.