

Dear Head of School,

I would like to ask for your cooperation in hosting practice teaching assistant placements 3 for our bachelor's students at your school. The practice teaching assistant placement is a key component of the Bachelor's degree program at the Faculty of Education, Masaryk University.

The aim of the placement is to enable students to acquire and develop specific skills necessary for the activity of a teaching assistant related to the individualization and differentiation of teaching in an inclusive environment school classroom.

These activities include:

- collaboration and communication with the teacher in lesson planning, implementation and evaluation;
- respecting the individual needs of pupils and applying a variety of strategies for individualisation and differentiation in teaching;
- communication with pupils and their parents, as well as with other professionals.

During the practicum, the learner should work on specific tasks agreed at the beginning of the internship and during the internship with the supervising teacher or school principal. The cooperation of the student (teaching assistant) can be spread over several classes and several accompanying teachers.

This could be, for example, individual or group support for pupils with SEN in the classroom directly in class or outside the classroom, supervising group work, participating in field trips, assisting with self-care, participating in communication with parents, making aids, copying teaching materials, etc.

We invite you or the teachers who will be guiding the students on this practice to an online meeting to discuss the placement. The meeting is voluntary and will take place on 27 Aug 2024 at 15:30 online ZOOM (<https://cesnet.zoom.us/j/95186834496>).

The practicum is not subject-specific. Classroom observations are only possible in the first few days of the practicum. Active student involvement in pedagogical activities or administrative tasks, where the student can assist the teacher at the beginning of the school year, is expected. More information on the teaching assistant practicum can be found here -

<https://www.ped.muni.cz/pedagogika/en/practice/practice-teaching-assistan>

The student carries out the practicum under the supervision and guidance of an experienced teacher (accompanying teacher). This supervising teacher is responsible for monitoring the student's progress and providing constructive feedback throughout the placement. Nevertheless, he/she does not need to complete any evaluation reports on the student's performance. The accompanying teachers are not paid by the MU Faculty of Education for their cooperation in the assistantship..

The term for the continuous Teaching Assistant Practicum - Pedagogical Assistant 3 is set at the beginning of the school year. The aim is to enable students to get to know:

- the preparation of the school classroom for the students' entry into the school;
- the administration associated with the beginning of the school year;
- getting to know the students;
- the preparation of teaching aids and other specific teacher activities during this period.

The Teaching Assistant Practicum - Pedagogical Assistant 3 is planned for the fall semester of 2023 for a total of 60 hours over the course of 1 week, ideally 5 days/8 hours per day (depending on your possibilities and your agreement with the student). **40 hours are planned for the student's direct work at the school, and 20 hours are allocated for completing tasks, reflection and supervision at the faculty.**

Masaryk University, Faculty of Education

If the student is currently employed as a teaching assistant or teacher in an elementary or secondary school, this existing employment can be counted towards fulfilling the teaching assistant practice placement requirement.

Thank you.

Best regards,

In Brno, 16 July 2024

**Mgr. Lucie Škarková, Ph.D.,
Guarantor of the Practice Teaching Assistant**

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