

3.5.4 MYP Facilitator Checklist

All information specific to a school program is in the **TEAM FOLDER**.
Call Zoi (0413 009 841) or Karen (0409 709 119) for **urgent** matters.

BEFORE ARRIVAL OF STUDENTS

TEAM BRIEFING

- Participate in short Team briefing (this might happen on the bus)

IF FILMED TESTIMONY WILL BE USED

- Decide in advance which testimony you will choose and structure suitable questions around it.

SET UP: FACILITATORS PROCEED TO THEIR CLASSROOMS IN COMPANY WITH THEIR CLASS TEACHER

- Set up audiovisual presentation: plug laptop into classroom audiovisual system and test for visual and sound by playing the Holocaust documentary.
If AV doesn't link, use the class teacher's laptop and plug in the spare USB in the pocket of your laptop.
- Brief your classroom teacher: hand over teacher pack and point out their role, expectations etc.
- Ensure teacher has thought about how to split students into small groups and has considered their literacy, relationships, capacity etc in doing so.
- Ask teacher to finalise room preparations if not already done – have writing materials on hand.
- If you have a trainee observing your facilitation, clarify role: activity assistance; staying silent vs speaking; etc.
- If trainee is **facilitating under supervision**, trainees will not be permitted to facilitate without their own personalised script
- If trainee is **facilitating under supervision**, use a PMI grid while observing to jot down notes for feedback

ON STUDENT ARRIVAL:

- Welcome, set up expectations and announce time the whole class will proceed to the plenary.
- Count students (or ask teacher to do so) and RECORD
- Introduce other members of the team who are present (speaker, trainee)
- If trainee is **facilitating under supervision**, ensure trainee introduces you, so students understand why a non-participant is present
- The TF may step back into the Observer role if they feel unable to continue. In this happens, you take over the facilitation. Of course, you segue to your own script.

WRAP UP

- Remind teachers that evaluation forms must be completed and returned.

AFTER WORKSHOP

- If you have been assigned a trainee, arrange a time to debrief
- If you have been assigned a trainee, contact Buddy within 2 days to report
- When you pack up, make sure nothing is left behind
- Advise driver if there is any problem with our equipment
- Driver will use a checklist to ensure nothing is left behind

TEAM DEBRIEF

- Team debrief: Assemble whole team and use PMI grid for the whole team experience.
- Team cooperates to complete the Team Program Report
- Complete PMI at home to reflect on your own facilitation.