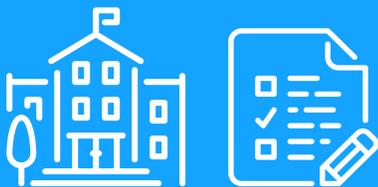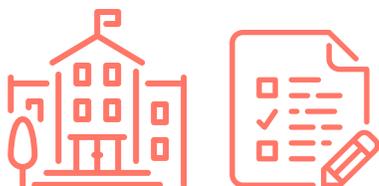Ministerio de Educación
Gobierno de Chile

DEG
División Educación General

Guidelines for the pedagogic and administrative work of English teachers networks 2019

Guidelines for the pedagogic and administrative work of English teachers networks 2019

Introduction

The English Teachers Networks (ETN) are learning communities formed by teachers of English who voluntarily participate and meet monthly to share and critically reflect on their teaching practices and implement actions to enhance their teaching skills and improve students' learning and their English language abilities. Their work commitment and collaborative culture is recognized as a valuable professional opportunity.

The English Teachers Networks represent the core of teacher professional development for The English National Plan. Therefore in 2019, ENTs will work according to a regional management plan that promotes and enhances pedagogical reflection, collaborative work, and educational leadership which are ETN's basis.

ETN's work will be mainly linked to the Teachers Academies' main topics within the English In English Plan. These topics are: speaking, lesson planning, differentiation, project-based learning and student-centred instruction. Likewise, there will be a focus on developing skills and learning as a continuing process through the year, and ETN's meetings provide opportunity to promote that model.

Within that context, the role of coordinator is key to enhancing the pedagogical work that these professional learning communities do. Thus, it is required that the coordinator can:

1. Facilitate the Pedagogical reflection in ETN's monthly meeting, promoting the group discussions and maximizing the use of material available for those sessions.

2. Promote educational leadership among teachers, identify their pedagogic competences and skills, and distribute roles and tasks so each member can contribute to ETN's growth.

3. Work collaboratively as a network to create an annual plan with realistic, achievable, and challenging goals for the improvement of students' learning and teachers' professional development.

4. Boost collaborative work in every action that the ETN takes, making it part of its culture.

5. Optimize resources, taking advantage of the opportunities and any other support which is available within ETN and in the local community.

6. Organize, with the guidance of the English Regional Representative (ERI in Spanish), teacher professional development activities that are responsive to the ETN's needs.

7. Stay connected to the ERI and inform him/her about ETN's activities or any other information regarding the ETN when requested.

Main initiatives for ETN's work plan 2019

A. Monthly meetings: are structured according to a defined format. PIAP will provide ETN with material to guide pedagogical reflection. The material will be organized into different topics for each month and have questions for group discussion. The ETN should elaborate a short summary of the reflection using audio-visual format that will be specified in each guide.

ENT must register the attendance and complete a meeting report monthly. In April, ETN will use word documents provided by PIAP (see Annexes). However, beginning in May there will be online forms available to provide more systematized records.

B. Annual Plan: ETNs will create their work plan for the year, setting the goals, the corresponding actions and activities to achieve ETNs objectives. (see Annexes)

C. ETN Regional Meetings: are addressed to active ETN members and organized by the ERI. The aim of this initiative is to promote peer learning and teacher training based on pedagogic exchanges. The focus is on presenting effective classroom practices and teaching experiences and workshops whose topics are relevant to the local context.

D. ETN Innovation Projects: The English Week and the Innovation Projects will be merged and become just one, called "ETN Innovation Projects". The core topics to focus projects on will be provided by PIAP and from that basis ETNs will elaborate a proposal that is pertinent to students' needs and teaching-learning context.

Important dates to consider:

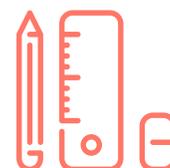| Call for project proposals	May
Evaluation and Selection of projects	June-July
Projects Implementation	August to November
Projects Reports	December

E. Pedagogical Leaders: as a way of enhancing educational leadership within ETN, PIAP in collaboration with the British Council will implement a plan to train one teacher from each ETN as a pedagogical leader. This teacher will lead actions that promote pedagogical discussion and curriculum ownership amongst peers. The criteria for the selection of the ETN's leaders and plan will be announced by the end of April.

F. Online courses: the courses aim at upgrading teacher's knowledge and skills regarding topics that are relevant to teaching and the learning process. The current courses available are:

- Apropiación Curricular I
- Public speaking, Debate and Critical Thinking
- Teaching English to Young Learners

Further details will be announced on PIAP's web page in May.

G. Cambridge English Placement Test (CEPT): this test is available for ETN's teachers who need to identify their English level according to The Common European Framework of Reference for Languages (CEFR). Each ERI organizes the test application sessions for the ETNs if required.

Formats and guidelines for the pedagogic work

MEETING FORMAT

The monthly meetings will be organized using the following structure.

Time	Contents	Guidelines	
5 min	**Welcome and introduction**	**Introducing the agenda for the session**	
45 min	**Pedagogical reflection (PIAP's topics)**	**Assign roles for the group discussion:** ■ **Facilitator:** promote effective communication and guide group's ideas and conclusions. ■ **Writer:** takes notes of main ideas, agreements and conclusions. ■ **Timekeeper:** helps facilitator distribute the time discussion appropriately. **NOTE:** leave 10 minutes for the preparation of the summary required in each reflection guide. Rotate the roles every month.	
30 min	**Peer learning and collaborative work**	Micro-teaching: consider **I do- we do- you do** model when (micro) teaching oral skills. Leave about 10 minutes for peer feedback and any improvements ETN consider making to the material and content presented.	Teaching material and assessment tools design. When designing, consider: ■ Type and description of the material ■ Use and procedure ■ Implementation time (when)
30 min	**Project time**	Select a topic from PIAP's core topics list and elaborate a project proposal that responds to identified students' learning needs regarding the topic chosen and your teaching context.	
5 min	**Closing**	Review main agreements and announce relevant information	

■ If you have more time available, we suggest you go deeper into the peer learning and collaborative work session.

■ In the case you have international volunteers, organize their participation according to PIAP´s guidelines.

ETN Annual Plan 2019

After analysing your ETN context regarding the learning needs of students and professional development of teachers, collaboratively create a plan with 3 goals that aim at improving students' learning and enhancing teaching practices.

N°	GOALS What and What for?	ACTIVITIES How will we achieve the goals? What actions will we take to achieve them?	EXPECTED OUTCOMES How do we know we have achieved the goals?	DURATION How much time do we need?
1				
2				
3				

This is an example of how to fill in your annual plan.

N°	GOALS What and What for?	ACTIVITIES How will we achieve the goals? What actions will we take to achieve them?	EXPECTED OUTCOMES How do we know we have achieved the goals?	DURATION How much time do we need?
1	Increase 5th and 6th grade students' oral skills using techniques and activities that promote real and effective communication in the classroom	Working collaboratively as network in the monthly meeting Actions: ■ Assess/diagnose students' oral skills and English interaction in class (Rubric) ■ Revise, select, adapt and use techniques according to students' English level and skills. ■ Implement a gradual plan with activities and tasks that help students practice the language. ■ Evaluate students' progress and performance. ■ Show the results to the school and local community.	5th and 6th students progressively increase their oral skills and English performance, by being more fluent, using more vocabulary and language functions when speaking and interacting in class. Rubric, checklist, recordings, videos can be used for the assessment.	One semester or in a unit (1 to 3 months)
2				
3				

Monthly ETN Meeting Report

I. ENGLISH TEACHERS NETWORK INFORMATION

Name of ETN:			
Date:		**Municipality (comuna):**	
Province:		**Time and duration:**	
Venue:		**Total number of attendees:**	

II. MEETING CONTENTS

Activity	Main Ideas	Observations / Conclusions
Pedagocial Reflection	1. 2. 3.	1. 2. 3.
Peer learning and Collaborative work	1. 2. 3.	1. 2. 3.
Projects	1. 2. 3.	1. 2. 3.

III. GENERAL COMMENTS AND AGREEMENTS

_____

Name and Signature
ETN Coordinator

ETN Meeting - Monthly Attendance List

NAME OF THE ETN:					DATE:	
N°	Name	Surname	RUT	DV	RBD	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						