

GUIDELINES FOR SHADOW TUTORS.

These guidelines are to clarify the roles and responsibilities between the tutor, shadow tutor, musician and candidates for the Teaching Certificate courses.

The Tutor has sole responsibility for the course and the candidates.

All Shadow Tutors must have attended a tutor skills course.

The *shadow tutor's* role is primarily an observational role, which will include interaction with the musician and candidates, as deemed appropriate by the tutor. It may **not** be possible for the shadow tutor to have much verbal input in the classes, particularly in a Residential Course where time can be more limited.

The *musician* will work with the tutor towards the successful deliverance of the course for the candidates. They will interact with the shadow tutor as required by the tutor.

Both the Shadow Tutor and Tutor should ensure they are working with the latest reversion of all relevant documents. See the RSCDS website under Resources-> Teaching Certificate for documents pertaining to all Units.

Shadow Tutor responsibilities

The shadow tutor must act **primarily as an observer of the tutor** and how they deliver the course and interact with the candidates and musician.

They must observe the confidentiality of what happens in the classroom.

The shadow tutor should

- 1) liaise with the tutor prior to the course in order to be familiar with the timetabling of the course.
- 2) in the classroom, wait to be invited to comment upon a candidate's performance before offering comments. All comments must be from a positive angle, even when making a correction.
- 3) keep notes as to how candidates are performing. The purpose of these notes is to act as a reminder, when discussing a candidate's progress with the tutor. The discussion should take place outwith the class and will help to reinforce the shadow tutor's correct assessment of a candidate's ability.
- 4) observe how the tutor interacts with the musician and includes them in discussions with the candidates.
- 5) After the candidates receive their Unit 3 or 5 assignment, the shadow tutor may not be asked by the candidates for help.

- 6) during the examination, the shadow tutor should also assess the candidate as per the assessment sheet. This will enable them to see if their own assessment skills are successful in relation to the examiners results.
- 7) the shadow tutor should sit in with the tutor and the examiners for the discussion after the Examination

The shadow tutor may be asked to assist where deemed appropriate. For instance

- 1) in Unit 2 ,working with an individual candidate to improve a particular step
- 2) listening to candidates practising recapping dances

Tutor responsibilities

Prior to the commencement of the course

- 1) the organisation of the course content and timetabling
- 2) contact the candidates to outline the expected preparation by the candidates before arriving at the course
- 3) liaise with the musician
- 4) liaise with the shadow tutor, emphasising the confidentiality of what happens within the classes and all discussions concerning candidates.

During the course

The tutor will discuss various elements of the course with the shadow tutor both prior and during the course.

Included should be the tutor's reasons for

- 1) pairing particular candidates for Unit 2
- 2) how they allocate teaching exercises / assignments to different candidates and how they keep a record of these for Unit 3 and Unit 5
- 3) how they include the musician in the delivery of the course
- 4) how feedback will be given to candidates on their progress

Outwith the class the tutor should discuss with the shadow tutor

- 1) the progress of individual candidates
- 2) any changes to the timetabling/ allocation of exercises due to the progression of the candidates.

The tutor may ask the shadow tutor to assist where deemed appropriate. For instance

- 1) in Unit 2 ,working with an individual candidate to improve a particular step
- 2) listening to candidates practising recapping dances

It is hoped that by following the above guidelines, that it will be a positive experience for the shadow tutor, tutor and candidates.