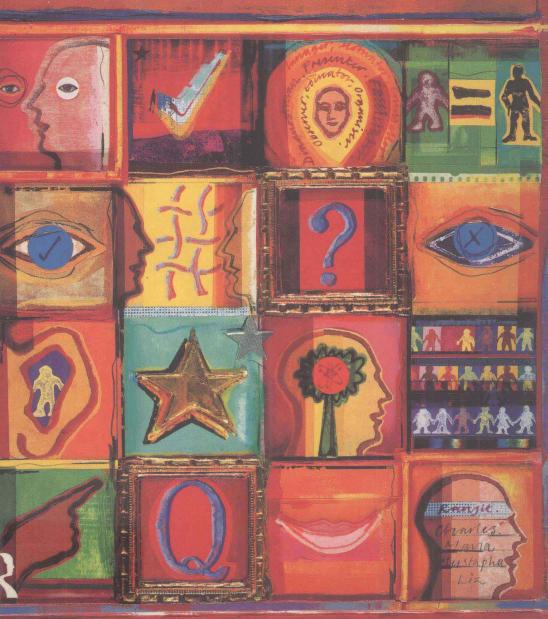
a guide to teaching practice

fourth edition

louis cohen, lawrence manion and keith morrison



A guide to teaching practice

Fourth edition

Louis Cohen, Lawrence Manion and Keith Morrison



First published 1996 by Routledge 11 New Fetter Lane, London EC4P 4EE

Simultaneously published in the USA and Canada by Routledge

29 West 35th Street, New York, NY 10001

© 1996 Louis Cohen, Lawrence Manion and Keith Morrison

Typeset in Times by Solidus (Bristol) Limited Printed and bound in Great Britain by Clays Ltd, St. Ives PLC

All rights reserved. No part of this book may be reprinted or reproduced or utilized in any form or by any electronic, mechanical, or other means, now known or hereafter invented, including photocopying and recording, or in any information storage or retrieval system, without permission in writing from the publishers.

British Library Cataloguing in Publication Data A catalogue record for this book is available from the British Library

Library of Congress Cataloguing in Publication Data Cohen, Louis, 1928-

A guide to teaching practice / Louis Cohen, Lawrence Manion, and Keith Morrison. — 4th ed.

cm. p.

Includes bibliographical references and index.

1. Student teaching—Great Britain. 2. Teachers—Training of— Great Britain. I. Manion, Lawrence. II. Morrison, Keith (Keith R. B.) III. Title.

LB2157.G7C64 1996 370'.7'33-dc20

96-7564

ISBN 0-415-14221-0

Foreword to the fourth edition

It is seven years since the third edition of A Guide to Teaching Practice was published and we are indebted to Routledge for the opportunity of updating the text with a fourth edition. Keith Morrison joins Louis Cohen and Lawrence Manion as co-author to map the dramatic changes that have taken place since 1989 to the aims, content, pedagogy, evaluation and assessment of teaching and learning. The book has been comprehensively rewritten, with inclusion of several major new topics:

Some perspectives on teaching and learning,

Preparation and planning,

Beginning curriculum planning,

Practising teaching - primary teaching, secondary teaching,

Mixed-ability teaching,

Language in the classroom,

Equal opportunities,

Management and control in the classroom,

The classroom environment and situational factors,

Assessment, record-keeping and records of achievement.

The fourth edition also includes outlines and/or discussion of:

- 1 The Education Reform Act of 1988.
- 2 The national curriculum of England and Wales.
- 3 The rise of local management of schools.
- 4 The growth of managerialism in education.
- 5 The context of curriculum planning within a whole-school framework.
- 6 The increased emphasis on quality-assurance and quality-control mechanisms.
- 7 The politicisation of education and the intervention of a centralist government.
- 8 The growing numbers and types of educational innovations.
- 9 The rise of consumerism and quasi-market models of education.
- 10 The return of an extended version of a back-to-basics curriculum.

- 11 The strengthening of the relationship between education and the economy.
- 12 The growing concern for school effectiveness.
- 13 The development of diversity in educational provision and its impact on preparation for teaching.
- 14 The rise of competency-driven views of curriculum design, development, content and assessment.
- 15 The impact of information technology on flexible learning, resource-based learning and student-centred learning.
- 16 The extent of assessment-driven curricula and reforms in assessments and examinations.
- 17 The development of new initiatives in education such as: the rise of records of achievement, schools and industry links, vocational qualifications, modular curricula, subject-specialist teaching in primary schools, alterations to management structures in secondary schools, cross-curricular issues and collegial planning in secondary schools.
- 18 Changes to the purposes, contents, assessment and management of courses of initial teacher education.
- 19 The development of school-based training and partnership models of initial teacher education.
- 20 The shrinking role of local education authorities and the reduction of teacher autonomy and decision-making.
- 21 The changing nature of teacher induction and mentoring.

We should like to think that the comprehensive updating of the fourth edition will ensure that A Guide to Teaching Practice continues to be a major, standard text on preparing student teachers to work in contemporary classrooms.

Louis Cohen Ph.D., D.Litt. is Emeritus Professor of Education at Loughborough University. Lawrence Manion Ph.D. is former Principal Lecturer in Music at Didsbury School of Education, Manchester Metropolitan University. Keith Morrison Ph.D. is Senior Lecturer in Education in the School of Education at Durham University.

Acknowledgements

We are indebted to the following for allowing us to make use of copyright material:

Macmillan, for Class Management and Control: a Teaching Skills Workbook, by E. C. Wragg (DES Teacher Education Project with Focus books); Heinemann, for Language in Culture and Class by A. D. Edwards and V. J. Furlong; Cassell, for Reflective Teaching in the Primary School by A. Pollard and S. Tann, Changing English Primary Schools? The Impact of the Education Reform Act at Key Stage One by A. Pollard, P. Broadfoot, P. Croll, M. Osborn, D. Abbott; George Allen & Unwin, for Learning in the Primary School by K. Haslan and Classroom Control: a Sociological Perspective by M. Denscombe; Basil Blackwell, for School Discipline: a Whole-School Approach, by C. Watkins and P. Wagner and Teaching Infants by T. Kerry and J. Pollitt; McGraw Hill, for Multicultural Teaching; A Guide for the Classroom by M. Saunders; NFER/Nelson, for Educating Pupils with Special Needs in the Ordinary School by S. Hegarty, K. Pocklington and D. Lucas; Paul Chapman Publishing Ltd., for Relationships in the Primary Classroom by P. J. Kutnick; Longman, for A Practical Guide to Improving your Teaching by E. Perrott; Educational Research, for the article 'Curriculum Planning in Multicultural Education' by R. Jeffcoate in vol. 18 (3) pp. 192-200; the Development Education Centre [Birmingham] for A Sense of School by C. McFarlane and S. Sinclair; Routledge, for Learning to Teach in the Primary School, by A. Proctor, M. Entwistle, B. Judge and S. McKenzie-Murdoch, Explaining by E. C. Wragg and G. Brown, Questioning by G. Brown and E. C. Wragg; Routledge and Kegan Paul, for Tractatus Logico-Philosophicus by L. Wittgenstein; Trentham Books Ltd. and The Runnymede Trust, for Equality Assurance in Schools; Bodley Head, for Zen and the Art of Motorcycle Maintenance by R. Pirsig; School Curriculum and Assessment Authority, for Planning the Curriculum at Key Stages 1 and 2, SCAA (1995), A Curriculum for All, NCC (1989), The National Curriculum for Pupils with Severe Learning Difficulties, NCC (1992); Crown copyright is reproduced with the permission of the Controller of HMSO for: Records of Achievement:

a Statement of Policy by the Department of Education and Science (1984), The National Curriculum from 5-16: a Consultation Document by the Department of Education and Science (1987), Education Observed 5: Good Behaviour and Discipline in Schools (1989 edition) by the Department of Education and Science (1989), National Record of Achievement letter to accompany the publication of the National Record of Achievement by the Department of Education and Science and the Employment Department (1991), National Record of Achievement: a Business Guide (ref. PP3/2267/891/55) by the Employment Department, Circular 9/92 by the Department for Education (1992), Circular 14/93 by the Department for Education (1993), Curriculum Organisation and Classroom Practice in Primary Schools: a Discussion Paper by the Department for Education, written by R. Alexander, J. Rose and C. Woodhead (1992), Mathematics in the National Curriculum by the Department for Education (1995), Guidance on the Inspection of Schools by the Office for Standards in Education (1995); Taylor and Francis, for Developing Topic Work in the Primary School, by S. Tann; Ward Lock Educational, for The Integrated Day – Theory and Practice, by J. Walton (ed.).

Contents

Foreword to the fourth edition Acknowledgements	xiii xv
Part I Some perspectives on teaching and learning	
The politicisation of education	3
Information technology and changes in teaching and learning	14
Action planning in teaching and learning	17
The impact of school-based initial teacher education The significance of competence-driven courses and assessment	20 20
An overview of the national curriculum of England and Wales	32
Part II Preparation and planning Introduction	39
The preliminary visit The purpose of the preliminary visit What to look for and what information to collect Understanding rules and routines Particular information to record	43 43 43 49 53
Aims and objectives Terminology Some characteristics of aims Two kinds of objectives: (1) behavioural and (2) non-behavioural Some characteristics of behavioural objectives The student teacher and behavioural objectives Non-behavioural objectives	57 57 59 60 63 66 69
	Part I Some perspectives on teaching and learning The politicisation of education Information technology and changes in teaching and learning Action planning in teaching and learning The impact of school-based initial teacher education The significance of competence-driven courses and assessment An overview of the national curriculum of England and Wales Part II Preparation and planning Introduction The preliminary visit The purpose of the preliminary visit What to look for and what information to collect Understanding rules and routines Particular information to record Aims and objectives Terminology Some characteristics of aims Two kinds of objectives: (1) behavioural and (2) non-behavioural Some characteristics of behavioural objectives

	The debate surrounding the use of behavioural objectives	70
	Identifying and writing objectives	72
	Objectives in individualised learning	75
	Conclusion – some suggestions	76
8	Beginning curriculum planning	77
	The context and levels of planning	77
	The elements of planning	81
	Characteristics of the curriculum	82
	Staging curriculum planning	90
	What to include in a scheme of work	94
	Subject-based and topic-based approaches to the primary	
	curriculum	95
	An approach to planning a scheme of work	97
	Evaluation, self-evaluation and review	120
	Evaluation of achievement of overall aims for the teaching	
	practice	124
	Evaluation of achievement of the schemes of work	125
	Weekly and daily evaluations	126
	Evaluation of specific lessons	127
	Part III Practising teaching	
9	Primary teaching	139
	Introduction	139
	Classroom organisation	' 150
	Some organisational concepts in primary education	164
	Teaching and learning styles in primary classrooms	175
10	Secondary teaching	186
10	Some requisites of a secondary school student teacher	186
	First meeting(s) with one's classes	189
	Lesson presentation skills	193
	Teaching styles	196
	Some relevant research findings	198
2.2	,	
11	Mixed-ability teaching	202
	The case for mixed-ability teaching	202
	Teaching strategies in mixed-ability groups	206
	Different abilities within mixed-ability classes	211
	Students with learning difficulties	212
	Bright pupils	213
	Resources	214
	Workcards and worksheets	215
	Implications for student teachers	217

2		Contents	vii
12	Language in classrooms		220
	Characteristics of talk		220
	Exposition		224
	Explanation		225
	Questions and questioning		229
	Discussion		240
	Responding		241
	Summarising		242
	Language and classroom interaction		243
13	Equal opportunities		248
	Introduction		248
	Gender		252
	Ethnicity		256
	Special educational needs		269
14	Management and control in the classroom		281
	Introduction		281
	Schools of thought on classroom management		291
	Students' expectations of teachers		297
	Some factors affecting behaviour in classrooms		301
	What makes pupils misbehave?		303
	Rules and routines in the classroom		308
	Suggestions for handling minor misbehaviour problems		312
	Dealing with repeated minor misbehaviour		314
	Dealing with persistent disruptive behaviour		315
	The ripple effect		319
	Issuing orders and instructions		321
	Rewards and punishments		323
	Behaviour modification and Assertive Discipline		332
	Anticipating management and control problems in the		
	classroom		336
	Behavioural problems with some ethnic-minority students		337
	Class management on teaching practice		339
15	The classroom environment and situational factors		342
	Introduction		342
	The physical environment		342
	The emotional environment		347
	Teacher-student relationships		350
	Modelling		353
	Student teachers' attitudes and expectations and the influence	ence	
	they exert on classroom behaviour		357

	achievement	
16	Assessment	363
	International context of assessment	363
	UK context of assessment	366
	The purposes of assessment	369
	Types of assessment	371
	Reliability and validity in assessments	376
	Methods of gathering assessment data	382
	Providing opportunities for assessment	397
	Designing an assessment task	398
	A worked example of an assessment activity	403
17	Record-keeping	407
	Introduction	407
	The purposes of record-keeping	408
	Use of the record for reporting purposes	409
	The formality of the record	409
	Contents of the record	410
	The audiences of the record	411
	Style and format of the record	411
	Timing of the record entry	421
18	Records of achievement	424
	Background	424
	The purposes of a record of achievement	425
	Contents of a record of achievement	427
	Finding time to complete a record of achievement	429
	Writing comments on a record of achievement	430
	Equal opportunities and records of achievement	432
	Postscript	435
	Notes	436
	Bibliography	470
	Index	490

Assessment, record-keeping and records of

List of boxes

1	Simplistic polarities in education	6
2	Principal current themes in education	12
3	An overall sequence for developing competences	27
4	A detailed sequence of competences	28
5	An overview of the national curriculum	34
6	Strengths and weaknesses of behavioural objectives	41
7	Classroom rules	45
8	Contrasting value-systems behind classical, romantic and	
	modern perspectives on the curriculum	46
9	Professional courtesy on teaching practice	47
10	Classroom routines	48
11	Motivation: questions for use in an observation lesson	52
12	General aims in primary education	59
13	An example of a non-behavioural and a behavioural lesson	
	objective in poetry	61
14	'The Darkling Thrush'	62
15	An example of a non-behavioural and a behavioural lesson	
	objective in the visual arts	67
16	An example of a non-behavioural and a behavioural lesson	
	objective in music	67
17	An example of a non-behavioural and a behavioural lesson	
	objective in the visual appreciation of architecture	68
18	Aims in the primary school	74
19	Individualised objectives in programmes for children with	
	learning difficulties	75
20	OFSTED's aspects of the curriculum	78
21	A planning sequence	91
22	A topic plan for a Year 6 group	98
23	A matrix plan for a primary teaching practice	101
24	A flow chart for planning	102
25	A matrix plan for a secondary school practice	104
26	A weekly planner for a primary school practice	107

X	List of boxes

27	A weekly planner for a secondary school practice	108
28	A daily plan for a primary school practice	109
29	A structured lesson planner	113
30	A less structured lesson planner	114
31	An alternative loosely structured lesson plan	115
32	An open-ended lesson plan	117
33	A lesson plan for group work	118
34	A summary of issues in evaluation and self-evaluation	134
35	Common dilemmas faced by teachers	145
36	Advantages of group work	156
37	Exploiting space	163
38	Advantages of open-plan arrangements	166
39	Disadvantages of open-plan arrangements	166
40	Discussion skills	180
41	Preparing for topic work	182
42	Advantages of enquiry-based projects in primary school science	184
43	The use of set induction	194
44	Good and poor teacher behaviour in the classroom	199
45	Advantages of mixed-ability groups	205
46	Disadvantages of mixed-ability groups	206
47	Skills needed for mixed-ability group work	210
48	Considerations in planning worksheets	216
49	Ten sets of skills for mixed-ability teaching	217
50	Questions to evaluate the 'delivery' of an exposition	225
51	Topics for explanatory lessons	227
52	Criteria for evaluating explanations	228
53	Purposes in asking questions	229
54	Teachers' reasons for asking questions	230
55	Categories of teacher questions	233
56	Lower-order and higher-order cognitive questions	234
57	Possible purposes of questioning in relation to the suggested	
	class lesson plan	236
58	Prompting and probing	237
59	Common errors in questioning	239
60	Discussion skills	240
61	Gender in practice – a checklist	255
62	Criteria for selecting learning experiences for a multiracial	
	curriculum	260
63	A classification of objectives in multiracial education	264
64	Objectives for personal and cultural identity	265
65	Key elements of good discipline	282
66	Promoting good discipline in school	293
67	Factors promoting good discipline	294
68	Folklore in the classroom	298

69	Differences between experienced and student teachers	299
70	Characteristics of good teachers	300
71	Negotiating a settlement of a conflict of interest	304
72	Home situations of badly behaved children	306
73	Rules in school	310
74	Noise in the classroom	313
75	Investigative interviews	317
76	Reality interviews	318
77	Pupil and teacher perspectives on rewards	323
78	Strategies for handling unacceptable behaviour	328
79	Forms of punishment	330
80	Common forms of misbehaviour	340
81	Student teachers' reactions to misbehaviour	341
82	Teacher-student relationships	353
83	Some benefits of co-operative learning	354
84	Teachers' expectations as self-fulfilling prophecies	358
85	Reliability and validity as quality control and quality assurance	382
86	A freedom of response continuum	384
87	Written sources of assessment data	388
88	Non-written sources of assessment data	396
89	Recording results of formal assessments	413
90	Recording specific details of students' progress	413
91	A whole-class or group record	414
92	A class or group record of an activity	415
93	Recording several aspects of an activity	416
94	Recording activities over a period of time	416
95	An open-ended record-keeping system	418

Some perspectives on teaching and learning

Education is context-specific and context-dependent. Context refers to the settings or surroundings in which education takes place. A student teacher is faced with the exciting but challenging task of assimilating a variety of contexts very rapidly when embarking upon teaching practice, whether during a course of initial teacher pre-service education of as a newly qualified teacher entering a first appointment in a school. These contexts vary from the very broad and general macro-contexts at a societal level to the very specific micro-contexts of a particular individual in a particular school, class and lesson. The prospect can be daunting, as we see in some student teachers' concern for short-term survival in a new classroom. The thrust of this book is to support students in their initial teaching experiences – the micro-contexts of everyday life in classrooms. However, localised education is set in broader contexts of society. This part of the book sets the contemporary scene for daily teaching and learning in these broader contexts. It also describes some of the major themes of education in the last decade.

The convention used in discussions here and throughout the book will be to refer to students in initial teacher education as 'student teachers' and to children and young adults attending school as 'students'.

The politicisation of education

Education has been the subject of increasing political debate for two decades. It is hard to understate the effects of a *dirigiste*, interventionist government dominated by the Thatcherite agenda of introducing market principles into education.

The economic aspect of government policy affects funding issues for education. Since the 1988 Education Act¹ there has been a clear market ideology in education that embraces: competition, consumerism, individualism, choice, diversity,² privatisation, quality control, efficiency and information.³ These features include:

- A common national curriculum, coupled with formal assessment at ages 7, 11, 14 and 16 to enable schools to be compared to each other in 'league tables' of test results; schools themselves organise their 'delivery' of the national curriculum.⁴
- The abandoning of ceiling numbers for schools, together with 'open enrolment' (i.e. no catchment areas), designed to enable 'good' schools ('magnet schools') to flourish and 'poor' schools ('sink schools') to close though, in fact, Brighouse and Tomlinson⁵ indicate that 'sink' schools do not close, they are simply starved of resources for improvement because of the *per capitum* funding formula. In this respect Apple⁶ argues that schools become locators of social class. Indeed Tomlinson⁷ points out that it is perhaps an irony that many 'good' schools do not wish to expand simply because their existing size has contributed to their success.
- The increased number of types of schools available for 'consumers', for example 'grant maintained schools' (those schools that have opted out of local authority control); city technology colleges (whose funding was originally intended to be derived from industry); and sixth form colleges (which compete with comprehensive schools and colleges of further education for recruitment).
- The delegation of budgetary control away from local education authorities (LEAs) and into schools (i.e. local management of schools LMS).