

## DIPLOMA FOR TEACHERS AND TRAINERS

### RESOURCE LIST

This is a selection of resources which teachers and trainers have found helpful for their professional development. The list is intended to indicate the kinds of materials which are available - it's not a prescribed reading list.

We have organized the list into sections, starting with books of general relevance, followed by books relevant to particular phases in education and training.

Look through and you should find resource(s) relevant to your needs in terms of context and coverage. Of course there is a wealth of resources available - in print and online. Consider these recommended resources as starting points rather than destinations.

NB you are NOT required to use or be familiar with all these resources! Please be selective initially and 'resourceful' in following your interests.

## BOOKS

### 1. *General*

<b>Cambridge International Diploma for Teachers and Trainers : Textbook and workbook</b>
Ian Barker
8175963492 Textbook 8175963506 Workbook
Foundation Books, India
2006
These very practical books, designed to cover the Diploma syllabus, are endorsed by CIE. Candidates will find these books highly relevant and useful.

<b>Teaching Today</b>
Geoff Petty
0748785256
Nelson Thornes Ltd
2004
This is a very popular resource for continuing professional development, relevant to all teaching contexts. Full of practical advice about all stages of the teaching cycle. See also Geoff Petty's website <a href="http://www.geoffpetty.com/">http://www.geoffpetty.com/</a>

<b>Mastering Teaching Skills Series</b>
0748768599 Explaining and Questioning (Trevor Kerry) 0521753562 Learning Objectives, Task Setting and Differentiation (Trevor Kerry) 0748768572 Classroom Management (John Bryson et al) 0521753600 (Check with Nelson Thornes for other titles to be published in near future)
Nelson Thornes
2003 onwards
These practical handbooks focus on particular teaching skills, using real-life examples, with activities to monitor progress and support reflective practice.

<b>Readings for Reflective Teaching</b>
Andrew Pollard
0826451152
Continuum International Publishing Group
2002
Key text on reflective teaching, with 101 readings drawn from international and contemporary sources. Provides an excellent starting point. Also look at 'Reflective Teaching' by the same author which explains how reflective teaching enables teachers to relate practice and theory within their own particular contexts.

<b>Reflective Teaching</b>
Andrew Pollard
0826473954
Continuum International Publishing Group
2005
A definite resource for reflective classroom professionalism.

<b>Evidence-based Teaching</b>
Geoff Petty
0748795944
Nelson Thornes Ltd
2006
Drawing upon all the leading research in teaching and learning, Petty summarised the evidence from the research and how teachers and trainers can use this in changing their practice – to find what works best in the classroom.

<b>Planning and Implementing Assessment</b>
Richard Freeman and Roger Lewis
0749420871
Taylor & Francis Books Ltd Routledge Farmer
1998
A practical handbook. It provides tried-and-tested methods for planning assessment systems, clear guidelines for designing assessment items, indication of how to help learners understand and use assessment.

## 2. Secondary

<b>Teaching and Assessing Skills in ...</b>
(For authors see below)
0521753554 First Language English (Tony Parkinson) 0521753562 English as a Second Language (Peter Lucantoni) 0521753619 Mathematics (Audrey Simpson) 0521753600 Computer Studies (Stewart Wainwright) 0521753570 Geography (Steve Sibley) 0521753597 Practical Skills in Science (Dave Hayward) (Check with CIE for other titles to be published in near future)
Cambridge University Press
2002 onwards
The handbooks in this Professional Development for Teachers Series from CIE provide clear, practical and up-to-date guidance on teaching assessing skills across a range of core subject areas in the secondary curriculum. Ideas and strategies for effective classroom practice, assessing students' work and integration of different skills.

<b>Essential Teaching Skills</b>
Chris Kyriacou
0748735143
Nelson Thornes
1998
All about the key skills required for successful classroom practice.

<b>Effective Teaching in Schools</b>
Chris Kyriacou
0748728880
Nelson Thornes
1997
Builds on research into effective teaching and relates aspects of classroom practice to theory, leading on to creative reflection on teaching experience.

<b>Learning and Teaching in Secondary Schools</b>
Viv Ellis
190330038X
Learning Matters
2003
An excellent 'first read' for those wanting to assess and update their own understanding of teaching and learning the secondary classroom. Lots of practical advice and suggestions for further reading

### 3. *Primary*

<b>Teaching and Learning in the Primary School</b>
Andrew Pollard and Jill Bourne
0415102588
Taylor & Francis
1993
Deals with many issues faced by primary teachers, with practical ideas for creating a purposeful classroom environment

<b>Professional Studies: Primary Phase</b>
Kate Jacques and Rob Hyland
1903300606
Learning Matters
2003
An excellent 'first read' for those wanting to assess and update their own understanding of teaching and learning the primary classroom. Lots of practical advice and suggestions for further reading

<b>Learning to Teach ... not just for beginners</b>
Linda Shalaway
0590251058
Scholastic Professional Books
1998
A practical book about all aspects of teaching, particularly suitable for teachers in school. Includes many mini case studies of teaching practice from primary onwards.

#### 4. *Further education*

<b>Teaching and Training in Post-compulsory Education</b>
Andy Armitage et al
0335212735
Open University Press
2003
An all-round guide to all aspects of teaching and learning including teaching and the management of learning, learning styles, resources, assessment and course design.

<b>Teaching, training and learning</b>
Ian Reece and Stephen Walker
1901888460 9781901888461
Business Education Publishers Ltd
2006
Provides comprehensive coverage of the major aspects of teaching and training in further education and training.

<b>Teaching Skills in Further and Adult Education</b>
David Minton
1861527179
Thomson Learning
2000
The principles of good practice and how to apply them effectively in teaching and training. A wide variety of activities, tasks and case studies.

<b>Teaching in Further Education</b>
L B Curzon
0826453295
Continuum International Publishing
2000
Especially useful on teacher-learner interaction and the ways different types of learner actually learn

## 5. Training

<b>Train the Trainer</b>
Phil Green
1465-6523
Fenman Limited. Order from Training Journal, Fenman Press, Clive House, the Business Park, Ely, Cambridgeshire, CB7 4EH, UK
2000
Collection of special supplements for the Training Journal produced by Phil Green, one of the leading international training consultants. Covers all aspects of the trainer's role and the training experience in a really practical and lively manner.

<b>2000 Tips for Trainers and Staff Developers</b>
Phil Race
0749436883
Kogan Page
2001
This volume brings together a range of expert tips and guidance for staff developers and trainers. Offering a collection of ready-to-use ideas, advice and support on all aspects of training, it can be used as a day-to-day resource for the experienced and less-experienced alike.

<b>The Trainer's Pocketbook</b>
John Townsend
1903776163
Management Pocketbooks
2001
A handy memory jogger for the busy trainer. Have a look also at 'The Trainer Standards Pocketbook' by same author, same publisher, 187047127X

## WEBSITES

In a library, it's usually a good idea when you've found the particular book you were looking for then to 'look along the shelf' - you may well find other books which you did not know about and which prove to be just what you need. The same applies to searching on the Internet. Think laterally, eg in the use of search terms and following through links.

There are many educational websites which are portals to many more other websites - don't be shy of going through these portals to explore what lies beyond! This applies also to exploring fully within the website - as well as following links from the website to elsewhere. Make sure you navigate around the site and have a thorough idea of what is available.

Note useful sites when you find them - add them to your favourites/bookmarks list so that you can recall them quickly and easily. Time and use will prove to you whether websites are really helpful or not - and you should regularly housekeep your favourites/bookmarks list.

If you're a little unsure about the Internet, you will find the Intute Virtual Training Suite interesting and helpful:

<http://www.vts.intute.ac.uk/>

This suite provides a set of free online tutorials designed to help students, lecturers and researchers improve their Internet information skills. The tutorials are in the context of particular subjects, eg 'Internet Mathematician', 'Internet for English', 'Internet Geographer'. You can tour key sites for the subject, discover and develop tools and techniques to improve your Internet searching, review the critical thinking required when using the Internet eg about quality issues and avoiding common pitfalls, and reflect on how to use the Internet for studying, teaching and research.

Here are just a few selected education websites:

1. CIE

<http://www.cie.org.uk>

Cambridge International Examinations website offering a range of services, including teacher/trainer and learner support.

2. Geoff Petty

<http://www.geoffpetty.com/>

Geoff Petty's invaluable resources for professional development – see also Geoff's presentations and materials available from:

<http://www.teacherstoolbox.co.uk/>

3. Times Educational

<http://www.tes.co.uk>

Online – The Times Educational Supplement and the Times Higher Education Supplement. Up to date news and views on UK and International educational developments.

4. BBC

<http://www.bbc.co.uk/education>

Contains the BBC's choice of best websites for education and how these relate to learning.