
Graduate Certificate in English Language Teaching Leadership and Management

Professional Development and Mentoring

Action Research: Action research is a cyclical process of gathering data, analyzing it, and using the insights gained to make informed decisions and improvements in one's own professional context. It is a form of self-reflective enquiry undertaken by practitioners to improve their own practice, the learning of their students, and the performance of their organization. (Related terms: Self-reflective practice, Cyclical process)

Assessment: Assessment is the process of gathering, analyzing, and interpreting evidence of student learning for the purpose of making informed decisions about teaching and learning. It includes both formative assessment (assessment for learning) and summative assessment (assessment of learning). Formative assessment is used to monitor student learning and provide ongoing feedback to support learning, while summative assessment is used to evaluate student learning at the end of a unit or course. (Related terms: Formative assessment, Summative assessment, Student learning)

Blended Learning: Blended learning is a mix of face-to-face and online instruction designed to increase access to learning while maintaining the benefits of traditional classroom instruction. It allows for flexibility in terms of time, place, pace, and path of learning, and enables learners to take greater control of their own learning. (Related terms: Face-to-face instruction, Online instruction, Flexibility)

Coaching: Coaching is a one-on-one developmental process in which a coach supports a coachee in achieving specific goals through regular meetings, observations, and feedback. The coaching process is focused on the coachee's needs, strengths, and goals, and is designed to help the coachee develop their own solutions to challenges and opportunities. (Related terms: One-on-one development, Goals, Solutions)

Collaborative Learning: Collaborative learning is a teaching strategy in which students work together in small groups to complete tasks, solve problems, and create products. It is based on the principle that learning is a social process, and that students can learn from each other as well as from the teacher. Collaborative learning promotes critical thinking, communication, and teamwork skills, and can lead to increased engagement and motivation. (Related terms: Small groups, Social process, Critical thinking, Communication, Teamwork skills)

Communication of Vision and Goals: Communication of vision and goals is the process of sharing one's educational philosophy, values, and objectives with stakeholders, including students, parents, colleagues, and community members. It is an essential component of effective leadership and helps to create a shared understanding of the purpose and direction of the educational institution. (Related terms: Educational philosophy, Values, Objectives, Effective leadership)

Continuing Professional Development (CPD): Continuing professional development (CPD) is the ongoing

process of learning and professional growth that enables educators to maintain and enhance their knowledge, skills, and effectiveness in the classroom. CPD can take many forms, including workshops, conferences, online courses, coaching, and mentoring, and is essential for staying current in one's field and improving student outcomes. (Related terms: Learning, Professional growth, Knowledge, Skills, Effectiveness, Student outcomes)

Critical Friend: Critical friend is a trusted colleague who provides constructive feedback and support to help improve one's teaching practice. A critical friend is not a judge or critic, but rather a thinking partner who helps to clarify ideas, identify strengths and weaknesses, and suggest alternative approaches. (Related terms: Constructive feedback, Support, Thinking partner)

Curriculum Design: Curriculum design is the process of planning and organizing a sequence of learning experiences to achieve specific learning outcomes. It involves identifying the knowledge, skills, and attitudes that students need to acquire, and designing activities, tasks, and assessments that will help them to achieve those outcomes. Curriculum design is a complex and iterative process that requires careful consideration of learner needs, contextual factors, and educational goals. (Related terms: Learning outcomes, Knowledge, Skills, Attitudes, Activities, Tasks, Assessments)

Data-Driven Decision Making: Data-driven decision making is the process of using evidence and data to inform decisions about teaching and learning. It involves collecting, analyzing, and interpreting data from a variety of sources, including assessments, observations, and surveys, and using that data to identify trends, patterns, and areas for improvement. Data-driven decision making is an essential component of evidence-based practice and can help to improve student outcomes and organizational performance. (Related terms: Evidence, Data, Assessments, Observations, Surveys, Evidence-based practice, Student outcomes, Organizational performance)

Differentiated Instruction: Differentiated instruction is a teaching strategy that involves adapting instruction to meet the unique needs and abilities of individual students. It is based on the principle that students learn at different rates and in different ways, and that teachers need to provide multiple pathways to learning to ensure that all students are engaged and challenged. Differentiated instruction can take many forms, including modifying the content, process, product, or environment of learning. (Related terms: Unique needs, Abilities, Multiple pathways, Content, Process, Product, Environment)

E-Learning: E-learning is a form of online learning that uses digital technologies, such as computers, tablets, and smartphones, to deliver instruction and support learning. E-learning can take many forms, including fully online courses, blended learning, and flipped classrooms, and can be synchronous or asynchronous. E-learning offers flexibility in terms of time, place, pace, and path of learning, and can be an effective way to reach learners who may not have access to traditional classroom instruction. (Related terms: Online learning, Digital technologies, Fully online courses, Blended learning, Flipped classrooms, Synchronous, Asynchronous, Flexibility)

Empowerment: Empowerment is the process of enabling individuals to take control of their own learning and professional growth. It involves providing opportunities for autonomy, collaboration, and reflection, and creating a supportive and inclusive environment that encourages risk-taking, experimentation, and innovation. Empowerment is an essential component of professional development and can lead to increased engagement, motivation, and job satisfaction. (Related terms: Autonomy, Collaboration, Reflection, Supportive environment, Risk-taking, Experimentation, Innovation, Professional development, Engagement, Motivation, Job satisfaction)

Evidence-Based Practice: Evidence-based practice is the use of research and data to inform decisions about teaching and learning. It involves collecting, analyzing, and interpreting data from a variety of sources, including assessments, observations, and surveys, and using that data to identify trends, patterns, and areas for improvement. Evidence-based practice is an essential component of data-driven decision making and can help to improve student outcomes and organizational performance. (Related terms: Research, Data, Assessments, Observations, Surveys, Data-driven decision making, Student outcomes, Organizational performance)

Experiential Learning: Experiential learning is a teaching strategy that involves learning through experience. It is based on the principle that learners construct knowledge and meaning through direct experience and reflection, and that learning is most effective when it is active, participatory, and relevant to the learner's needs and interests. Experiential learning can take many forms, including field trips, internships, service learning, and project-based learning. (Related terms: Learning through experience, Direct experience, Reflection, Active learning, Participatory learning, Relevance)

Formative Assessment: Formative assessment</