FOR COACHES AND MENTORS / GRADES 6-12

SECONDARY INSTRUCTIONAL COACHING TOOLKIT

Choose one teaching focus. Agree on a small change, observe what happens, and return to the evidence together.

01 **Classroom Management**

Teach a routine, examine participation and try a workable response.

02 **Questioning and Student Thinking**

Hear the reasoning behind an answer and choose a useful probe.

03 **Checking for Understanding**

Design a lesson check you can interpret and act on.

04 **Feedback to Students**

Check what a learner understands from a comment and changes in the work.

Shared Coaching Core C01-C05

One set of agreement, conversation, scheduling, reflection and summary forms serves all four sections. Use only the pages that fit your current coaching question.

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What's in your download

The four section guides contain 88 pages of guidance and completed fictional examples. The printable forms contain 28 pages, with matching editable Word versions. The Shared Coaching Core appears once, with five forms and optional compact C02B for a ten-minute debrief.

Folder	Guide	Forms	Other PDF
00 Shared Coaching Core	-	5 + C02B	-
01 Classroom Management	28	6	1 handout
02 Questioning and Student Thinking	16	5	1 handout
03 Checking for Understanding	17	5	1 handout
04 Feedback to Students	27	6	1 handout

20 files / 125 PDF pages

Four guide PDFs, five printable-form PDFs, five matching Word files, four one-page teacher handouts, this three-page Start Here file and two-page Terms of Use. Word versions repeat the printable forms; they are not additional activities. Feedback includes optional compact F02B. Completed examples are inside the guides.

Opening and printing

Unzip the download first. PDFs are US Letter pages for reading or handwriting. Edit the DOCX forms in Word; long entries can expand a record onto another page, so check pagination before printing. The PDF forms are not interactive fillable fields. Print only the forms you need; guide covers are optional.

Use and sharing

Read 01 Terms of Use. This toolkit is free to use, share and adapt under Creative Commons BY-NC-SA 4.0: credit Pole Mountain Learning, say if you changed something, share your adaptations under the same license, and do not sell it.

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Start with one small coaching cycle

Begin with C01 to agree on the teacher-chosen question, note audience and arrangements. Use C03 to protect the time you need. Pick one focus route below; you do not need to complete the toolkit in sequence.

Classroom Management

M01 → M02 or M03 → M04 → M06

Define one classroom moment; observe it; teach or rehearse the routine; compare the return. Use M05 when student perspective or access support is needed.

Questioning and Student Thinking

Q01 → Q02 → Q03 → Q04

Prepare a question, hear a few exchanges, test an interpretation with a probe and plan a return. Q05 gives students a response card.

Checking for Understanding

CF01 → CF02 → CF03 → CF04

Design a short check, record coverage, choose a teaching move and examine matched rechecks. CF05 gives students a quick-check slip.

Feedback to Students

F01 → F02 or F02B → F03 → F04

Choose one criterion, observe a few exchanges, inspect a small selected set of revisions and plan a new independent attempt. F05 helps learners interpret and use a comment.

Close the loop with the teacher

Use C02 for the evidence conversation and agreed action, or optional C02B for a ten-minute debrief: evidence, one change and the next date. C04 asks whether the coaching support was useful. C05 is an optional summary for an agreed reader after teacher review. Management guide pages 20, 25, 27 and 28 show completed core examples; Feedback page 27 shows another C05 summary.

Keep the evidence manageable

Record why you selected a small set of learners or exchanges. Label what was reviewed, retain missing evidence separately, and avoid turning a selected sample into a class percentage. A supported revision and a new independent attempt answer different questions.

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