

ITE Secondary Mentor Newsletter

St Mary's
University
Twickenham
London
School of
Education



Dear PCMs and Mentors,

This week sees our trainees complete their development phase of training. As such, their progress records should be completed to evidence the learning and development that has taken place over the last 8 weeks. Mentors and PCMs can support our trainees by ensuring that they have added a reflective comment to these records and supported with target setting for the next (and final) phase of school-based training. Thank you so much for all your support of our trainees so far.

Best wishes, The St Mary's Partnership Team

Week 9: 11th to 15th March

Weekly theme: The focus for this week is a consideration of how to plan and deliver a coherent and well sequenced curriculum while also providing opportunities for learners to improve their literacy. Trainees will address this area of focus by discussing aspects of planning, teaching and learning in their weekly training meeting, observing expert colleagues and receiving feedback on their own teaching practice. They should be able to confidently talk about this area of their practice and how it is informed by the expertise they observe in their setting.

Research: EEF (2021) Promoting Literacy in Secondary Schools is the focus for this week. Please find attached the [research summary](#) to support professional dialogue with trainees.

SMART Target Setting

Thank you for your ongoing support of our trainees as they make progress against their own areas for development. The use of SMART targets forms an important part of this formative process and your input is of high value in shaping the learning journey of our trainees. Our [portal page](#) can be used to inform the creation of targets that meet the SMART criteria, which will best enable our trainees to make and evidence their progress each week. Our link tutors will monitor and are also happy to support the setting of appropriate targets.

Monitoring of Subject Knowledge

Secure subject knowledge is another important aspect of trainee development. The weekly target focusing on subject knowledge allows for ongoing reflection on a trainee's confident delivery of the curriculum. Please do discuss this with your trainee in your weekly training meetings and your link tutor in your regular communication with them. We appreciate mentors raising any areas that you feel would benefit from further development and/or exploration to promote trainee progress.

Mentor Training: Please note that all recordings of our curriculum training can be accessed on the [portal](#) alongside details of training requirements.

Useful Links

[St Mary's Partnership Portal](#)
[ITT School Experience Handbook](#)
[ITT Safeguarding Policy](#)
[Key Documents for Partnership Schools](#)
[Development Phase Training Plan](#)
[Professional Studies Curriculum Guide](#)
[PGCE Secondary Academic Year Overview](#)
[D&C School Experience Overview](#)
Please do not hesitate to contact the Partnership Team if there is any additional information we can provide or any questions we can answer.

Key Documents

Our [Policy, Procedures and Frameworks](#) document outlines key processes in ITE programmes. The [School Experience Overview](#) provides mentors and PCMs with clear information about QA, timelines and intended learning outcomes for each period of school experience.

Safeguarding Information: Lead Safeguarding Officer – Jane Chambers, Head of School and Designated Safeguarding Officer – Mary Nkune, Head of Education Partnerships.

Make it even better! Enhancing the partnership

Thank you for providing feedback on mentor workload and wellbeing. Based on responses:

- We would like to remind our PCMs to support mentors by protecting time for them to complete training and fulfil mentor responsibilities
- We would like share the following [podcast episode](#) around 'Wellbeing and Workload'
- We have enabled an Abyasa function on the LFR to allow observers to **either** upload and/or type observation notes

Useful Contacts

[Jim Moreland](#) – PGCE Secondary Subject Lead
[Fiona Wilson](#) – English Course Lead
[Sophie Wilson](#) – Geography Course Lead
[Sarah Batty](#) – History Course Lead
[Pietro Tozzi](#) – Mathematics Course Lead
[Lisa Panford](#) – Languages Course Lead
[Kirsty Harding](#) – PE Course Lead
[Rachel Croft](#) – RE Course Lead
[Robert Campbell](#) – Science Course Lead
[Eleanor Stewart](#) (Head of Apprenticeships)
[Mary Nkune](#) (Head of Partnerships)
[Jemima Davey](#) (ITT Partnership Lead)
[Secondary Partnerships Team](#)