

# ITE Secondary Mentor Newsletter

St Mary's  
University  
Twickenham  
London  
School of  
Education



Dear PCMs and Mentors,

This week sees our trainees enter the third week of their final phase of training. Underpinned by a new training plan, this phase of training requires the trainees to step into the role of teacher as they look ahead to their ECT years. There is an increased expectation for proactivity, organisation and reflective practice in this phase and trainees should now be engaging actively in their own professional development. Thank you for supporting our trainees as they continue the final chapter of their PGCE.

Best wishes, The St Mary's Partnership Team

## Week 3: 15th to 19th April

**Weekly theme:** The focus for this week is a consideration of how to promote literacy across the curriculum. Trainees should reflect on how all teachers are responsible for the development of literacy regardless of their subject specialism. They should make use of observations and discussion with expert colleagues to support this. Mentors can support their trainees by taking the time to engage in professional reflection with their trainee and explaining different strategies and approaches to support trainee understanding.

**Research focus:** This week's research focus is provided by EEF (2021) Improving Literacy in Secondary Schools, a summary of which can be found [here](#).

## 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.

## CPD Offer for Partnership Schools

Our [ITE Training and CPD Overview](#) provides school-based colleagues with a summary of what you can access through St Mary's as a partnership school. Our Partnership Portal contains a section for mentors to engage with alongside additional CPD resources. We run Themed Talk Times and continue to update the resources on offer on the portal.

## 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](#)