

# ITE Secondary Mentor Newsletter

St Mary's  
University  
Twickenham  
London  
School of  
Education



Dear PCMs and Mentors,

Thank you for your support of our trainees as they continue to work with you in line with their training plan. Please find below information for this week. If you haven't already please could we ask that you submit an outline of the [school-based professional development](#) that you will be delivering during your students' current phase of training. We understand that you may already have a programme running in your school, so would ask that all PCMs confirm whether they will be adopting the St Mary's template or delivering their own professional development programme using this [form](#). Please also support your trainee in beginning to finalise their Assessment Record as they draw towards the end of their placement.

Best wishes, The St Mary's Partnership Team

## Week 6: 7th to 10th May

**Weekly theme:** This week's theme centres around Teachers' Standards 5 and 6, prompting trainees to consolidate their work in adapting appropriately for pupils and assessing the impact of their teaching on learning. Please support trainees in developing these areas of their practice through observation, discussion and collaborative completion of the Assessment Record.

**Research focus:** This week's research focus is underpinned by the EEF's (2021) Toolkit for Feedback and encourages trainees to reflect on key principles about the use of feedback in their teaching and consider their impact on pupil progress.

## 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.

## Useful Links

[St Mary's Partnership Portal](#)  
[ITT School Experience Handbook](#)  
[ITT Safeguarding Policy](#)  
[Key Documents for Partnership Schools](#)  
[Consolidation 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.*

**Mentor Training:** Please be reminded that we require all mentors to complete curriculum training relevant to the phase of training they are supporting. **For the consolidation phase, mentors must complete Session 1 and then either Session 3 or Session 4.**

All recordings of our curriculum training can be accessed via this link to the [portal](#). Please remember to log completed training on abyasa. If you require any support in doing this, please contact your link tutor.

**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.

## Safeguarding Information:

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

## 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](#)