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The University of Manchester

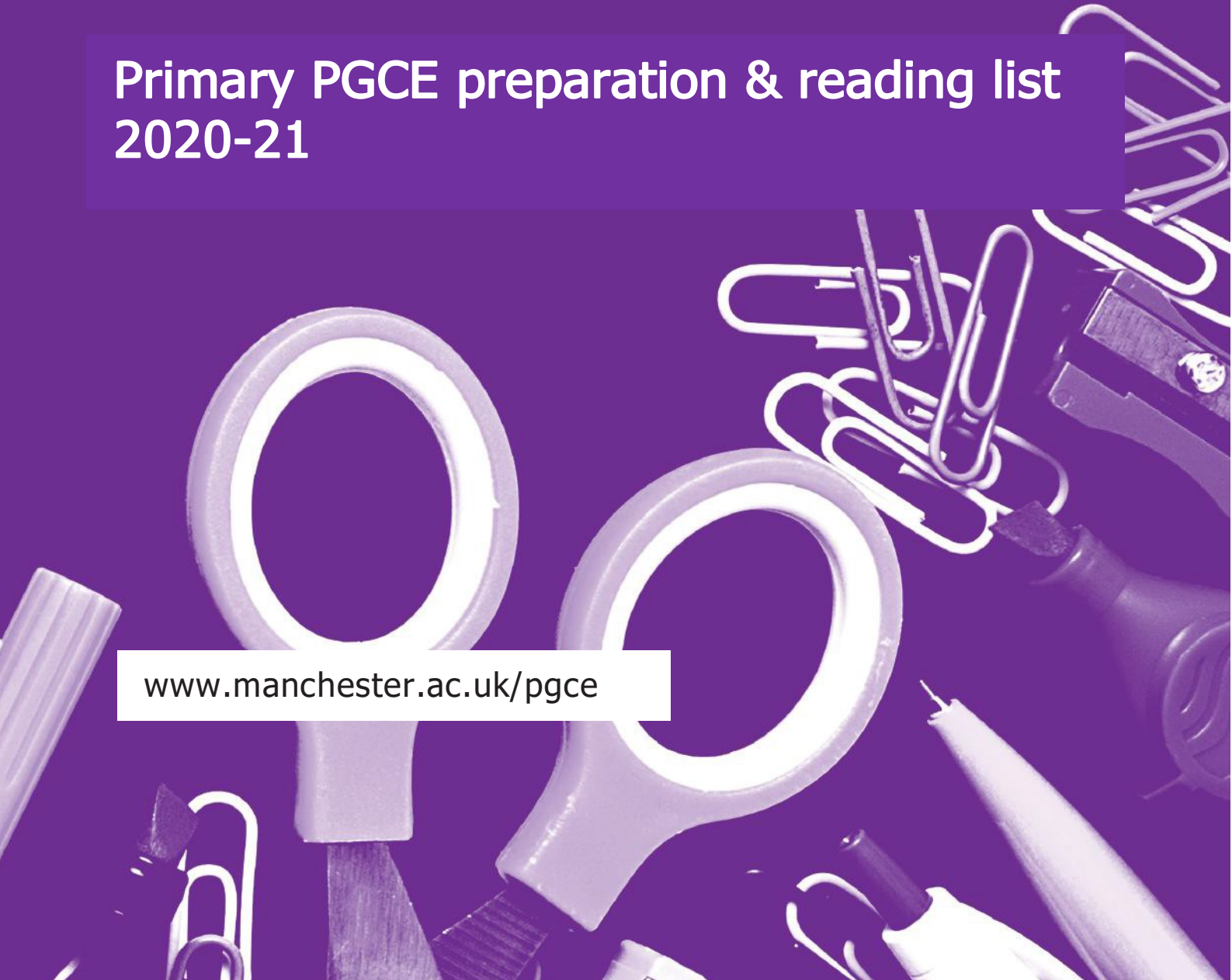
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POSTGRADUATE

TEACHER TRAINING

Primary PGCE preparation & reading list
2020-21

www.manchester.ac.uk/pgce



**WITH A WINNING
HERITAGE, WORLD
CLASS RESEARCH
AND OVER 25 NOBEL
PRIZE WINNERS
STUDENTS AT THE
UNIVERSITY OF
MANCHESTER.....**

**PREPARE TO MAKE A
DIFFERENCE**



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The University of Manchester

Congratulations! We are delighted that you have accepted the offer to train as a teacher at The University of Manchester. We are looking forward to welcoming you on to the Primary PGCE Programme for the academic year 2020-2021.

This document provides some examples of pre-course preparation and reading which will help you be fully prepared to commence what will be an intensive but rewarding year. If you have any questions about anything contained in this document, please contact us at

[:teachereducation@manchester.ac.uk](mailto:teachereducation@manchester.ac.uk)

If you have any questions regarding meeting academic conditions, you must contact **pgce@manchester.ac.uk**

If you have any questions regarding meeting compliance conditions, you must contact **ITET.compliance@manchester.ac.uk**, or review the guidance located at: **<https://www.seed.manchester.ac.uk/education/study/pgce/applications/compliance-process/>**

Bestwishes

ITET Programmes Team
Room BG.14, Ellen Wilkinson Building
The University of Manchester
Oxford Road
Manchester, M13 9PL
Tel: **0161 275 5535**

Email: **teachereducation@manchester.ac.uk**

Website: **www.seed.manchester.ac.uk/pgce**

**THE UNIVERSITY OF
MANCHESTER IS
RECOGNISED BY OFSTED
AS AN OUTSTANDING
PROVIDER OF INITIAL
TEACHER EDUCATION
AND TRAINING.WE
WORK WITH OVER 160
SCHOOLS IN THE NORTH
WEST OF ENGLAND.**

EMPOWERING FUTURE GENERATIONS



What our school partners say:

“We had three very good trainees from the university of Manchester last year and recruited all of them. They are now NQTs and are the best NQTs we have ever had. One has just achieved ‘outstanding’ for a lesson observation by one of our senior leadership team.”

“The tutors from the university provide an excellent level of support.”

“Half my staff are from this course. I highly rate the students from the University of Manchester.”

“We work with the University of Manchester because the focus is on quality all the time.”

Teachers' standards Part Two- Professional and personal conduct - guidance on appropriate behaviour on school placements



The Teachers' Standards

Whilst on placements and throughout the PGCE Programme you will be assessed against the QTS Teachers' Standards. It is very important that you familiarise yourself with these prior to beginning the course. They can be found here or downloaded directly from the DfE website:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers__Standards.pdf

Professionalism

You are embarking on a professional education programme so to understand these terms, and the implications of being a professional, is tantamount to your success on the programme. When you are on your teaching placements, you are expected to work, behave and act as a fully professional member of staff. This is a serious undertaking and requires a significant amount of self-control and a high level of personal (professional) standards. Part Two of the Teachers' Standards outlines the professional and personal conduct, expected from all teachers. Please consider this carefully as you embark upon your career and ask for help and support from relevant people such as your professional tutors, university tutors, mentors, programme directors, and headteachers. Use every placement as an opportunity to demonstrate high standards of professionalism.

Part Two of the Teachers' Standards is used to assess cases of serious misconduct, regardless of the sector in which the teacher works. You will work towards the criteria of the Teachers' Standards throughout your programme, but being a professional is more than that. Being professional means that, for example, you consider the following:

- How you interact and communicate with people
- How you interact on social media
- How you dress
- Your attitude to work and professional development

This list is not exhaustive. There are many aspects of professionalism that you are likely to develop as you progress through your programme.



Brief notes on safeguarding

Social media

Check your social media accounts prior to starting the programme and edit appropriately. It is likely that staff or pupils in your placement schools will search for you online. It is not appropriate to share social media information or any other personal contact information with pupils or their parents. Never discuss schools, pupils, or staff on social media.

E-Communication. Be professional in your emails/texts with school colleagues.

Policies

Access relevant school policies such as: safeguarding and child protection, behaviour (including anti-bullying) and inclusion. These policies can often be found on school websites. Always comply with school policies.

Appropriate relationships

You need to be a good role model and forge appropriate working relationships with pupils, staff, parents or carers. It is important to remember that pupils are not your friends. You should avoid, where possible, being alone with an individual child and the best advice is to avoid all physical contact with pupils.

Role model

Ensure that you are a role model for professional behaviour in the classroom and around school. For example – avoid chewing gum, using your phone in the corridor, drinking and eating whilst walking around school, or conducting private conversations in public areas.



The National Curriculum

Most schools will follow and use the National Curriculum as a guide to design and structure teaching and learning. The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.

Before the programme begins in September, we would like you to identify your own subject knowledge needs and independently begin to develop your understanding of 'what teachers need to know' in order to teach effective English, maths and science lessons. A good place to start is by reading the current Primary National Curriculum which is available to download from the DfE website.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/425601/PRIMARY_national_curriculum.pdf

Other types of schools such as academies and private schools do not have to follow the national curriculum. Academies must teach a broad and balanced curriculum including English, maths and science. They must also teach religious education



Pre-course advice for developing your subject knowledge prior to the start of the programme

This subject knowledge section has been designed to help you prepare for The University of Manchester Primary PGCE programme. Throughout the year, the university-based taught course elements of the programme will equip you with the subject and pedagogical knowledge needed for teaching and assessing all subjects in the Primary National Curriculum for children in key stages one and two. The information in this booklet will help you begin to think about the type of subject knowledge a primary teacher needs in order to plan, teach and assess effective lessons.

By following this guidance you will be able to develop and enhance your own subject knowledge for teaching. The activities and suggestions for independent learning have been collated by the English, maths and science taught-course leaders. Please select appropriate activities according to your own subject knowledge needs and use this as a pre-programme learning opportunity.

The independent pre-programme work you carry out using the information in this booklet is not assessed and will not be checked by tutors. It is up to you to determine your subject knowledge needs for teaching the core subjects before beginning the programme in September.

Pre-programme reading list

It is not essential to purchase your own textbooks; the university has a large library which also has a large selection of e books. It would be at your own discretion if you wished to purchase books yourself. If you are thinking of doing so, then we would recommend any one of the following as an all-round general guide to primary school teaching practices:

*Cremin, T., Burnett, C. (2018) 4th ed. Learning to teach in the primary school. Oxford: Routledge. (earlier editions are also available). *This text is recommended as a key text book to support your studies.

Carden, C. (ed.) (2018) Primary Teaching: Learning and teaching in primary schools today. Sage Publications. ISBN: 9781526436443

Dunn, D (2012) How to be an outstanding primary school teacher. London: Bloomsbury

Ewens, T. (2014) Reflective Primary Teaching Northwich: Critical Publishing.

Grigg, R. (2010) Becoming an outstanding primary school teacher. Essex: Longman. (Later editions are recommended)

Pollard, A. (2014) Reflective Teaching in Schools (4th ed). London: Bloomsbury.

Kyriacou, C (2014) Essential Teaching Skills. Oxford: OUP (4th ed), other editions are also available

Haylock, D., and Manning, R. (2014) Mathematics explained for primary teachers. Sage.

Bearne, E. and Reedy, D. (2017) Teaching primary English: Subject knowledge and classroom practice. Routledge.

Cross, A. and Bowden, A. (2009) Essential primary science. Open University Press.

Recommended reading for professional skills/academic writing

The university has award winning resources called '**my learning essentials**' which you can access before the programme starts. <https://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/online-resources/>

A guide on critical thinking: <https://uk.sagepub.com/en-gb/eur/think-critically/book269385>

Academic writing by Stephen Bailey

https://books.google.co.uk/books/about/Academic_Writing.html?id=6ZlA5rsoxjsC&source=kp_book_description&redir_esc=y

Aubry, K and Riley, A (2015) Understanding and Using Educational Theories London: Sage

Academic writing goes to the movies (available on Amazon Kindle), 2019

A guide to academic writing in Britain (available on Amazon Kindle), 2019

Read Critically, 2020, SAGE

Pre-course information for the PGCE Primary English Course

In preparation for joining us in September you might want to improve your English subject knowledge. Obviously, all of you can already speak and write English competently but if you think of yourself as a teacher of English rather than just a user of English, there may be a few basic areas which could do with a bit of brushing up. So, think about the basics.

Handwriting. Can you write in even cursive (joined) handwriting which will be appropriate for modelling handwriting on a whiteboard to KS1 and KS2 pupils? If not, use the link below: <http://www.cursivewriting.org/joined-up-handwriting.html> and get practising!

Teaching reading and spelling. Are you confident about your spelling and your knowledge of the way the sounds of English link to reading and writing? If not, have a browse through <http://www.phonicsontheweb.com>

Grammar. Can you explain the classes of words that make up a basic sentence? If not, have a dip into BBC bitesize grammar resources questions. <https://www.bbc.com/bitesize/topics/zwwp8mn>

Pre-course information for the PGCE Primary Mathematics Course

Early in the maths course there will be a maths subject knowledge audit to establish a starting point for your independent learning. This will contain questions that act as a good introduction to the substantive subject knowledge required to teach mathematics successfully in primary schools. Throughout the course you will be supported and challenged to demonstrate that you can operate confidently at this level. Due to the challenging nature of the PGCE year and the fact that as a primary teacher you will teach mathematics every day, I would encourage you to start developing your substantive subject knowledge now in order to help you with this.

Suggested actions:

Access the NCETM audit materials and start working through the Year 6 material. Begin with those topics that you find tricky. It is a good idea to register with this site to access full content. Next, watch the teaching demonstration videos on the NCETM website to 'tune in' to teaching mathematics in primary schools. <https://www.ncetm.org.uk/resources/48209>.

Pre-course information for PGCE primary science course

Science is a core subject that is very practical, hands on and popular with children. The science team look forward to helping you learn how to teach exciting science lessons and improve your own science knowledge. If you feel the need to do some preparation over the summer you may want a Key Stage 3 Science Study Guide. We highly recommend those published by CGP. There are many used copies available on www.abebooks.co.uk and on www.ebay.co.uk. Buying used is cheaper, more environmentally friendly and the science is perfectly up to date.

Alternatively, if you prefer to work online, go to reachoutcpd.com and sign up for free. Use 'Manchester University' as your institution and 'M13 6PL' as the postcode. The Upper Key Stage 2 courses are best for developing your science subject knowledge. Concentrate on course sections 2 and 4, Core Learning and Practical Ideas.

Great contemporary children's books



A good place to start building up your repertoire of up-to-date children's literature is to refer to the UKLA annual book award long and shortlists of recent years: <https://ukla.org/awards/ukla-book-award/>

The Booktrust publishes a 'great books guide' each year: <https://www.booktrust.org.uk/books-and-reading/our-recommendations/great-books-guide/>

Lantana publishing is a good place to search for diverse and inclusive children's books: <https://lantanapublishing.com/collections/diverse-and-inclusive-books>

When they reopen, charity shops and local libraries are a good source of children's literature and you can often pick up children's books cheaply through Amazon Marketplace. Try these suggestions:

Ceolho	Joseph	Poems Aloud
Donaldson	Julia	Tabby McTat
Gaiman	Neil	The Dangerous Alphabet
Gaiman	Neil	Odd and the Frost Giants
Jones	Terry	Eric the Viking
Joyce	W E	The fantastic flying books of Mr Morris Lessmore
Kibushi	Kazu	Amulet
King Smith	Dick	The Sheep Pig
Klassen	Jon	That is not my hat
Klassen	Jon	I want my hat back
McLachlan	Jenny	The Land of Roar
Millward - Hargrave	Kiran	The Girl of Ink and Stars
Naidoo	Beverley	The Other Side of Truth
Naylor - Bellesterous	Chris	The Suitcase
Pearson	Luke	Hilda and the Mountain King
Riddell	Chris	Goth Girl and the Ghost of a Mouse
Sanna	Francesca	The Journey
Selznick	Brian	The invention of Hugo Caberet
Steptoe	John	Mufaro's Beautiful Daughters

Useful Links for University of Manchester Students

Disability Advisory and Support Service

Their dedicated disability advisers provide advice, guidance and support about a range of practical adjustments for work or your studies.

<http://www.dso.manchester.ac.uk/>

The University Counselling Service

Their team of professional counsellors and psychotherapists offers confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general wellbeing.

<http://www.counsellingservice.manchester.ac.uk/>

Advice on registering with a GP and accessing healthcare

<http://www.studentsupport.manchester.ac.uk/taking-care/support-services/accessing-healthcare/>

Living Cost Support Fund (Hardship Fund)

<http://www.studentsupport.manchester.ac.uk/finances/funding-opportunities/all/living-cost-support-fund/>

The Living Cost Support Fund is available to assist you to overcome financial hardship.

Bursaries and Scholarships

Further Bursaries and Scholarships may be available to you, depending on availability. Details will be published at <http://www.studentsupport.manchester.ac.uk/finances/funding-opportunities/all/bursaries-and-scholarships/> in due course.

The single point of truth for all support for students is the Student support website

<http://www.studentsupport.manchester.ac.uk/>

Finding academic support - <http://www.studentsupport.manchester.ac.uk/>

Solving common worries - <http://www.studentsupport.manchester.ac.uk/>

Fees, funding and managing your money - <http://www.studentsupport.manchester.ac.uk/>

Getting help with UK visas and immigration - <http://www.studentsupport.manchester.ac.uk/>

Online resources for student and staff mental health

<http://www.counsellingservice.manchester.ac.uk/buildyourmentalhealthexpertise/>

The Big white wall <http://www.studentsupport.manchester.ac.uk/taking-care/big-white-wall/>

UoM Careers service <http://www.careers.manchester.ac.uk/>

Coronavirus information <https://www.manchester.ac.uk/coronavirus/>