

**November Bulletin for Subject Mentors**

Thank you for taking a trainee in your department. Hopefully they have already settled in and proved to be a good addition. If you have any concerns or worries about your trainee, please let us know as soon as possible. We would rather be alerted to something unimportant than let things escalate.

We expect that at this stage they will still be finding their feet and developing their teacher persona. Some may be struggling with timing; using lesson plans is a great way to reflect on their use of lesson time. We encourage trainees to work through all the activities they set for a class themselves at the planning stage; usually a class will take between 3 and 4 times the amount of time they took, depending on previous attainment.

**Mentor meeting themes**

These are the suggested themes for the mentor meetings for the next four weeks, they link to our UoM Partnership Curriculum and are for guidance. Of course, you will also have other issues that you wish to discuss, more personal to your trainee and their individual needs and generating specific weekly targets.

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| **P1-5** | Planning and teaching **Subject and curriculum knowledge** |
| **Programme** | Discuss some of the big ideas / foundational concepts which you have been working on in your lessons. |
| **Subject** | Highlight any teaching which has led to an increase in confidence on the part of some of your pupils. |
| **P1-6** | Planning and teaching: **Behaviour for learning** |
| **Programme** | Discuss how well you are making use of departmental or school rewards and sanctions in your lessons. |
| **Subject** | Reflect on the sorts of pupil actions, responses, contributions or skills that have you rewarded, and how you have done that. |
| **P1-7** | Planning and teaching: **How pupils learn** |
| **Programme** | Reflect on tasks which you have used or observed which have succeeded in focusing pupils on the intended learning. |
| **Subject** | Discuss your first assignment ‘*Learning, teaching and assessment in the curriculum*’, and a focus which might help you facilitate learning more effectively. |
| **P1-8** | **Assessment** |
| **Programme** | What are some of the effective approaches to questioning that you have observed, in your subject or in other subjects? |
| **Subject** | In what ways has your own use of questioning developed in the last few weeks? |

**Tutor visits**

We will be starting our school visits soon and thought it would be useful to clarify procedures, particularly for those of you who haven’t worked with us before.

* The University Tutor and trainee will arrange a lesson for observation, after co-ordinating with you.
* We ask that you observe the lesson with the Tutor, both completing a Lesson Observation Report which will be shared with the trainee.
* There will be a three-way discussion of the lesson, when we ask the trainee to reflect on what went well and what they would do differently if they were to teach the lesson again, as well as the trainee's general progress with reference to their Progress Matrix.
* There will be the opportunity for you to have a one-to-one discussion with the Tutor.
* The Tutor will also spend time with the trainee to discuss their RoAD, and for any questions.

**Assignments**

The trainees have submitted the Safeguarding independent study pack (ISP) on October 30th and will need to submit the SEND and ‘disadvantage’ ISP on November 20th. Thank you for your help arranging meetings with the SENCO and safeguarding lead. Please not that, while these can be completed in school, trainees should not ask to be excused from teaching to work on assignments.

**Support from the WAPP team**

WAPP support was introduced in the October mentor bulletin. If you feel that your trainee would benefit from additional tailored coaching, then do not hesitate to contact the university tutor. Furthermore, Trainees can access support from the university student services ([ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk) Tel: 0161 275 5000) or counselling services ([counsel.service@manchester.ac.uk](mailto:counsel.service@manchester.ac.uk) Tel: 0161 275 2864).

**University days**

Trainees will be in University on Friday 17th November and Friday 1st December. On the last university day, trainees engaged in review of their progress so far in school, and in subject-specific activities. The morning of 1st December will be dedicated to Educational Professional Studies with a focus on Personal, Social, Health and Economic education (PSHE); Relationships and Sex Education (RSE) including sexual harassment and Spiritual, Moral, Social and Cultural (SMSC). The afternoon is devoted to subject-specific activities.

The placement will finish on Wednesday 13th December, and the trainees need to upload their progress report by 15th December. You will find a blank copy and some sample progress reports on the [Mentor resource site](https://www.seed.manchester.ac.uk/education/study/pgce/secondary/mentor-resources/). Please let the University Tutor know if you have any questions.

**The RoAD**

Trainees are responsible for keeping their RoAD in order and are required to share their documentation with their tutor via a Google drive. They will continue working on the progress matrix and should be filling in their mid-placement review this week or next. As a reminder, your trainee’s [Progress Matrix](https://www.seed.manchester.ac.uk/education/study/pgce/secondary/mentor-resources/) is the key document for tracking their progress against the UoM Curriculum and Core Areas, and is used as evidence of their meeting the Teachers’ Standards at the end of the PGCE programme. By this stage, we would expect to see around twenty entries across the five Core Areas together with some hyperlinks to evidence.

**Some light reading**

Trainees have access to many resources via our reading lists. We would encourage you to ask them to discuss some of the reading that they have found influential. Please let us know if you have specific suggestions for reading that would support our trainees, particularly in your subject.

**Interviewing prospective trainees**

If you have some capacity to help us with interviews, we would be very grateful. We value your expert advice and see this as an opportunity to share ideas and collaborate for the benefit of the profession. We can pay £20 for interview as a token of appreciation. If interested, please register your interest via this [link](https://docs.google.com/forms/d/e/1FAIpQLSdYukOP4VwAf61FkPUV0Shv6YO6_KDj97eWV999Jf9alPmZYA/viewform).

**Our Partnership blog**

Please also see our [Secondary Partnership blog](https://manchesterpgcesecondary.co.uk/) which we maintain with news and reflections from trainees, university staff, mentors and other agencies. You are warmly invited to contribute – contact your trainee’s subject tutor in the first instance.

Thank you again for the work you do with our trainees.

**The PGCE Secondary Team**