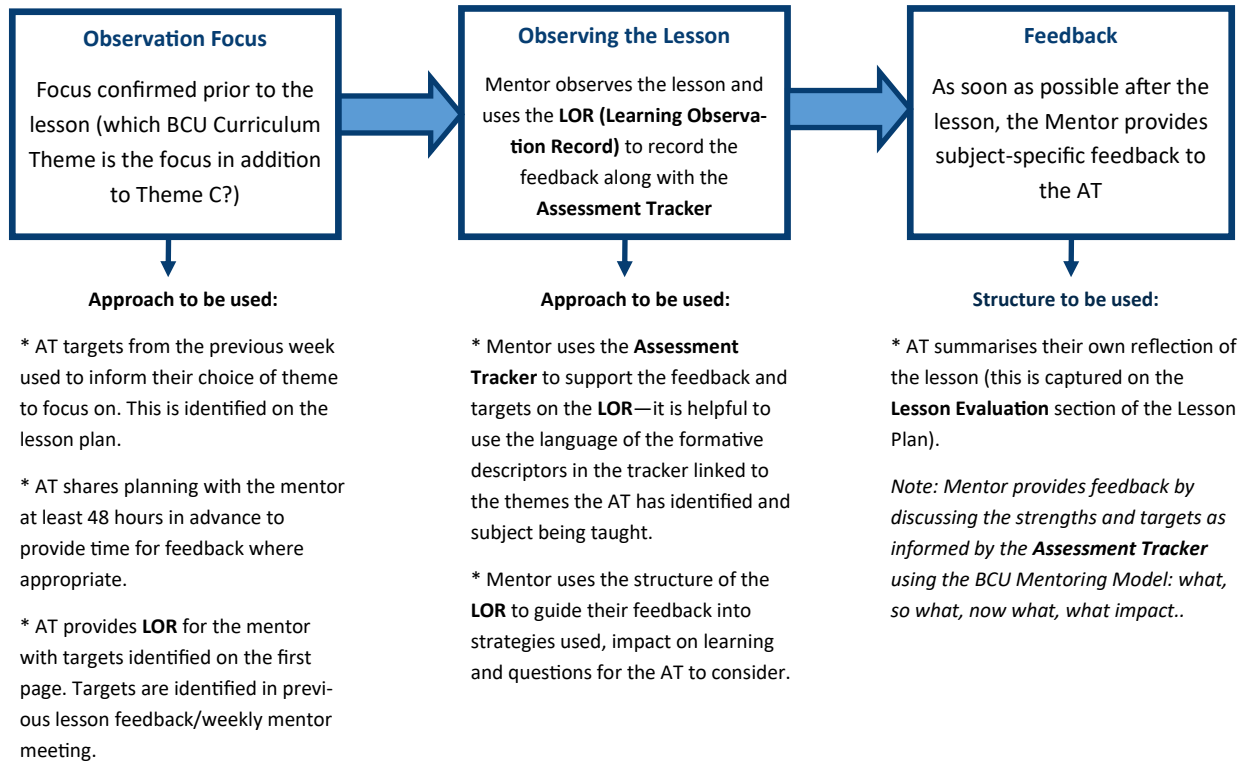
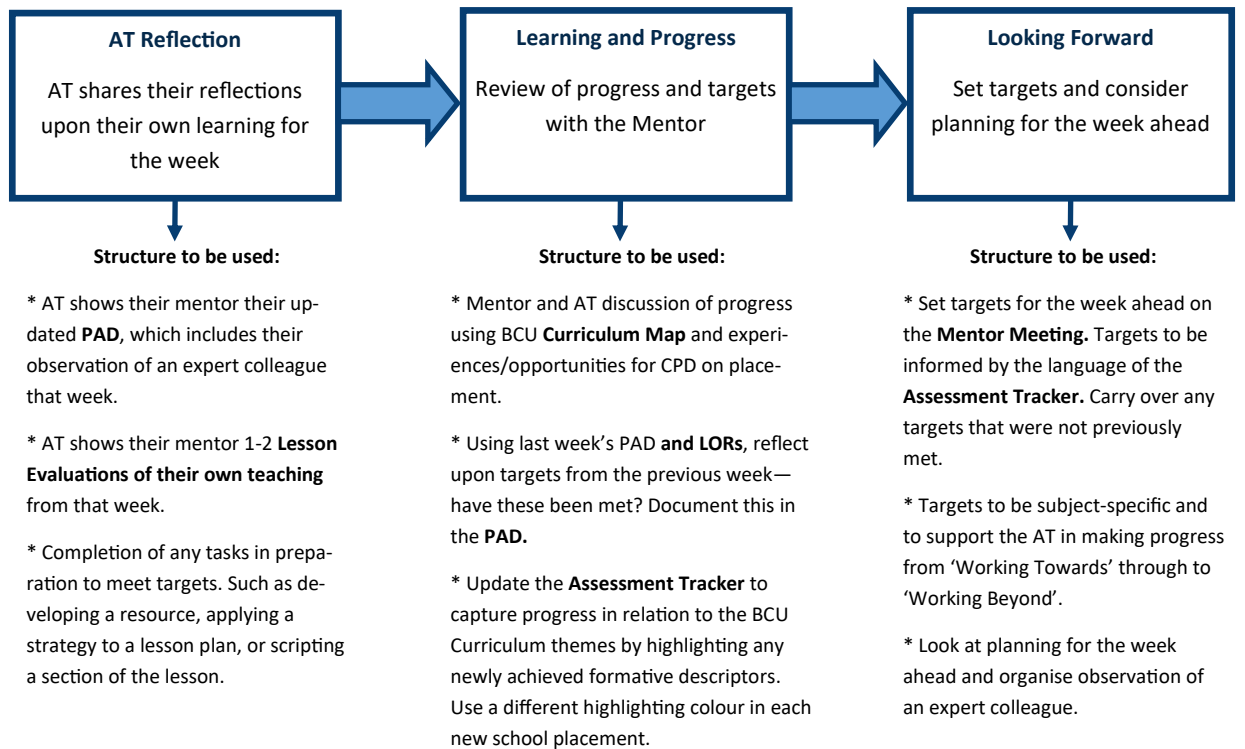


# Secondary Subject Placement Mentor Quick Reference Guide

## Formal Observations



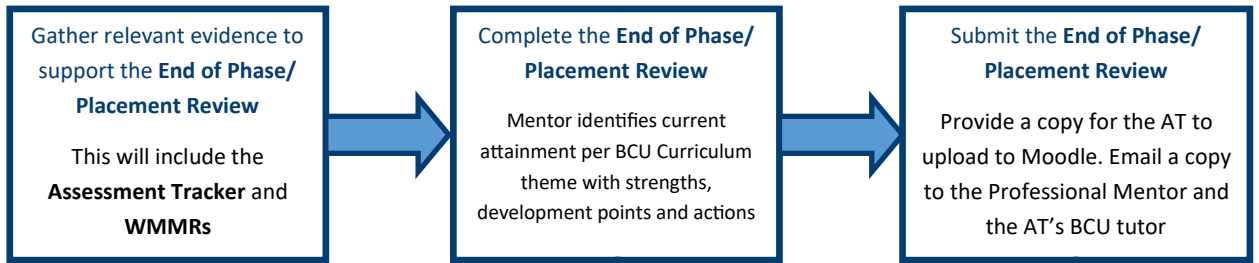
## Weekly Mentor Meetings



Please note:

- For year 1 **Undergraduate**, Mentor Meetings take place per phase and as per the Subject Curriculum Map. For PGCE Secondary Mentor Meetings take place every week.
- For year 1 **Undergraduate**, ATs complete one **Lesson Evaluation** per week. For PGCE Secondary, **Lesson Evaluations** should be completed by ATs twice per week.

# End of Phase/Placement Review



**Approach to be used:**

- \* The **Assessment Tracker** will be the most useful document for the end of phase/placement review—as you have been highlighting progress throughout the phase/placement.
- \* **Reflection and Progress Records** will also help you to remember targets that have been set and common development points that have been arising.
- \* Access to other documents on the AT's OneDrive that are helpful to use are the **Curriculum Map, Subject Knowledge Tracker** and evidence of the AT's planning and **Lesson Evaluations**.

**Approach to be used:**

- \* For each BCU Curriculum theme, identify the current attainment of the AT as 'Working Towards', 'Working At' or 'Working Beyond' as per the **Assessment Tracker**. Use a 'best fit' approach.
- \* Remember that 'Working At' is the minimum expectation for achieving QTS at the end of the course.
- \* Identify strengths, development points and actions to address the development points for each theme.
- \* **Subject Knowledge Tracker** should also be updated to show progress in regards to subject knowledge during the phase/placement.

**Please note:**

- \* All End of Phase/Placement reviews are moderated by our tutor team to ensure the accuracy of School-Based Assessment.
- \* End of Phase/Placement Reviews will be provided for the subsequent placement so that prior learning and current progress can continue to be built upon in the next placement.

# BCU ITE Curriculum Themes

- A** Associate teacher uses **critical enquiry and research informed practice** to develop their understanding of effective teaching and learning
- B** Associate teacher's **classroom practice** establishes effective **behaviour management** using **high expectations** and awareness of **pupil wellbeing**
- C** Associate teacher knows more, remembers more and applies **subject knowledge** and **subject-specific pedagogy** to impact on pupils' progress
- D** Associate Teacher uses knowledge about **how pupils learn to plan and assess learning** to ensure that all pupils make progress
- E** Associate Teacher implements effective **adaptive teaching approaches** to meet all learners' needs, including SEND (Special Educational Needs and Disability) and EAL (English as an Additional Language) learners.
- F** Associate Teacher demonstrates **professional behaviours** and contributes effectively to the wider life of the school.

# Key Documentation

Document	Responsibility	Use	Availability	Storage
<b>Assessment Tracker</b>	Mentor	Highlight weekly, refer to when completing <b>LORs, Reflection and Progress Records &amp; End of Phase/Placement Reviews</b>	OneDrive & Partnership Website	AT's OneDrive
<b>Learning Observation Record (LOR)</b>	Mentor	1 per week (on most routes) - use <b>Assessment Tracker</b> to inform targets	OneDrive & Partnership Website	AT's OneDrive
<b>Lesson Evaluation (end of Lesson Plan)</b>	AT	PG 2 per week. Informs <b>Reflection and Progress Record</b> discussion	Final page of lesson planning document	AT's OneDrive
<b>Curriculum Map</b>	AT & Mentor	This is a reference document which shows what has been delivered as part of the centre based training at the university, and ATs should make explicit links to this	OneDrive	AT's OneDrive
<b>Reflection and Progress Meeting Record (in the PAD)</b>	AT & Mentor	Use all documents above in weekly meeting and specifically the <b>Assessment Tracker</b> to set targets	OneDrive in the PAD	AT's OneDrive
<b>Subject Knowledge Tracker</b>	AT & Mentor	Used to document progress in regards to Subject Knowledge throughout the course	OneDrive	AT's OneDrive
<b>End of Phase/Placement Review</b>	Mentor	Use all documents above, specifically the <b>Assessment Tracker and Reflection and Progress Records</b> to complete	PAD	AT's OneDrive & Moodle