Primary Mentor Training

Information Booklet

2019- 2020
**Mentor Training**

A cornerstone of the partnership is the professional preparation for roles associated with working in ITE. In the partnership, there are a number of mentor training courses, which aim to provide a range of different professional development opportunities for those with varying levels of experience of working in ITE. The courses are based on a set of beliefs and values, which have been developed jointly over a period of time. Importantly mentor training is seen as 'working with colleagues' from school to build on what is, in some cases, substantial experience of working with students in initial teacher education. It is increasingly apparent that mentoring is a core professional characteristic with transferable skills to induction tutoring, performance management and coaching. The focus on mentoring and coaching in the progression of national standards for teachers reinforces this assertion.

July 2016 saw the publication of the first set of [National Standards for school-based initial teacher training (ITT) mentors](#)

**Initial Mentor Training Course**

If a school wishes to enter into full partnership with the University it is a requirement of the partnership that there is at least one trained mentor in the school. This School Based Tutor acts as Associate Tutor (mentor) for the partnership and manages placements in school in liaison with relevant class teachers. The University acknowledges that increasingly some new mentors may have attended similar courses run by other institutions and hence in these cases there is no requirement to attend the University of Cumbria course.

**Please note that this course is required for all new mentors/associate tutors and is appropriate for anyone with QTS, following successful completion of their NQT year.**

The Initial Mentor Training Course consists of four linked areas. It acts as a broad introduction to school based tutors wishing to support students on Undergraduate and Postgraduate (QTS) programmes.

An outline of the day can be found on page 5. The course uses DVD footage of students to provide a more meaningful context to the training.

No charge is made for the course. The University absorbs all staffing costs associated with the course, and provides lunch and other refreshments; however, it is not in a position to offer supply costs or travel expenses.

For dates of campus based initial mentor training courses, please see page 7.

**School Based Mentor Training**

Please note that the number of campus based mentor training has been reduced, due to the increase in demand for more school based mentor training. This has proved very popular with many schools and is something that we now offer in addition to the campus based events. Where an individual school (or group of local schools) has 8 or more teachers that require mentor training, we
can look to deliver it at the local level. Please contact your University Partnership Tutor (UPT) for details.

In remote areas it may be possible to receive **bespoke one-to-one initial mentor training** through your UPT.

**Mentor Training Update Courses**

As part of their role, through cluster meetings, your University Partnership Tutor will have the opportunity to provide you with regular ‘**mini**’ updates. These may involve keeping you informed of changes to paperwork or expectations of placements. Where there is a specific focus such as grading and moderation, you may receive a certificate of Mini Cluster Update.

**Full Update Courses:**

It is recognised that many school-based tutors will have undertaken their initial mentor training at a time when the national context for ITE is different to what it is now. Similarly, it is the case that all mentors will periodically need to update their skills as well as their understanding of the training context (e.g. changes to programmes offered by the university or changes to statutory national ITE documentation). The one-day equivalent update course is aimed at experienced school based tutors to provide them with the opportunity to acquire knowledge about the changing national context of ITE. **You must have QTS and have completed Initial Mentor Training prior to attending this course.** There will be no charge for the course, lunch will be provided but the University is not able to pay supply cover or travel expenses.

**External feedback to the University has emphasised the importance of mentors trained three or more years ago attending the course. ‘Update Mentor Training’ courses form a central part of the quality assurance of our student teachers’ experience.**

For the date of the campus based one-day mentor training update course, please see page 7.

**School Based Mentor Training:** Where an individual school (or group of local schools) has 8 or more teachers that require update mentor training, we can look to deliver it at the local level. This can be delivered as one full day or two twilight sessions. Please contact your University Partnership Tutor for details.

**Online Update Mentor Training Course**

Alternatively, you may wish to complete the Update Mentor Training course online. This is now available as a MOOC (Massive Open Online Course). For further details and information on how to register / access, please contact Linda Muir on Linda.Muir@cumbria.ac.uk from your School or Work email account. **Please note:** we are unable to respond to emails from personal email accounts.
The course equates to between 4 and 8 hours of relevant and engaging activities that you can do in your own time and at your own pace. It is equivalent to the University’s update course that can be undertaken on campus or in your local area.

**N.B. You must have QTS and have completed Initial Mentor Training prior to engaging with this online course.**

**Continuing Professional Development**

Following our mentor training courses, some teachers may wish to consider further CPD. Details of MA related modules will be provided on the day. The ‘Mentoring and Coaching’ 20 credit module, is often a good way into the MA programme for mentors.

**Applying for a mentor training course**

The University of Cumbria invites any teachers who would like to share their expertise with students and further their own continuing professional development to attend our initial mentor training courses. Existing mentors are invited to refresh their training by attending the update course. For campus based mentor training and contact details, you will find an application form with contact details on pages 7. Please note that campus based training is subject to a minimum of six attendees to run.

If you would like details about the possibility of school based mentor training, please contact your University Partnership Tutor.

We look forward to working with you.

The Mentor Training Team
UNIVERSITY OF CUMBRIA INITIAL MENTOR TRAINING PROGRAMME:

Intended learning outcomes:

By the end of today you will have developed an understanding of:

- the role of the mentor and others in the Partnership
- the different routes into QTS
- the Teachers’ Standards and how to support progression towards them
- The Mentor Standards
- observing students and giving feedback
- providing tutorial support
- assessing students
- using key documentation to support the student journey

Structure of the day:

Coffee from 9.00 for a 9.15 start

Session 1 - 9.15-10.15
Mentors’ Standards
Skills and attributes of a mentor
Teachers’ Standards

COFFEE 10.15-10.30

Session 2 – 10.30 -12.30
Supporting the student
Observation of students

LUNCH 12.30-1.15

Session 3 – 1.15- 2.45
Capturing The Student Journey

Session 4 2.45-3.15
Assessing students

Plenary – 3.15-3.30
Primary Mentor Training: Update and Review

Programme

Learning Objectives:

- To further develop confidence and competency in mentoring through activities and discussion
- To examine the use of new documentation
- To provide the opportunity for moderation and sharing with other colleagues
- To be introduced to any current and relevant initiatives

The delivery of the update course will be at the tutor’s discretion, as determined by local need.

Areas covered will include the most relevant of the following:

<table>
<thead>
<tr>
<th>New Common Framework &amp; implications</th>
<th>Formal weekly review (info only)</th>
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<tbody>
<tr>
<td>New curriculum planning guidance</td>
<td>Tracking pupil progress slide</td>
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<tr>
<td>Mentor standards &amp; new UoC qualifications</td>
<td>Review of assessing student at the end of placement</td>
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<td>Target setting</td>
<td>Cause for Concern</td>
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<tr>
<td>Behaviour Management (info only)</td>
<td>The advanced mentor: Theory into practice</td>
</tr>
<tr>
<td>Observation review</td>
<td>Moving from grade 2 to grade 1</td>
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N.B. Not all areas will be covered during a single session.

The day begins at 9.15a.m with coffee and registration, ready for a 9.30 start, and ends at 3.30p.m.
Primary mentor training courses 2019/20

The one-day Initial Mentor Training course provides an introduction to mentoring in primary ITE. The main focus is on developing strategies and skills for classroom observation, coaching and debriefing.

Please note that the ‘Initial Mentor Training’ course is required for all new mentors/associate tutors working with University of Cumbria students. It is open to anyone who has QTS and successfully completed their NQT year.

No fee is charged for the course, all refreshments including a buffet lunch are provided, but the university is unable to pay supply cover or travel expenses. Training is held on campus in Lancaster, London or Carlisle on the dates listed below. Where an individual school (or group of schools) has 8 or more teachers that require mentor training the University may be able to deliver the course at a local level. Please contact your University Partnership Tutor or UPL for details.

To apply, please follow: https://universityofcumbria.formstack.com/forms/mentor_training

For mentor training only please direct any enquiries to – Linda Muir, University of Cumbria, Placement Unit, Bowerham Road Lancaster LA1 3JD. Tel 01524 385697 Email educationplacements@cumbria.ac.uk

Participants will be contacted by email prior to the course start date. Notification will be sent to the contact e-mail provided on your application form.

### Primary Mentor Training Dates

<table>
<thead>
<tr>
<th>Title of course</th>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>Initial mentor training course</td>
<td>Lancaster</td>
<td>Wednesday 18 September 2019</td>
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<tr>
<td>Initial mentor training course</td>
<td>Lancaster</td>
<td>Wednesday 2 October 2019</td>
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<tr>
<td>Initial mentor training course</td>
<td>Carlisle</td>
<td>Wednesday 9 October 2019</td>
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<tr>
<td>Initial mentor training course</td>
<td>Lancaster</td>
<td>Wednesday 15 January 2020</td>
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<tr>
<td>Initial mentor training course</td>
<td>Blackburn</td>
<td>Wednesday 22 January 2020</td>
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<tr>
<td>Update Mentor training course (N.B. Only open to teachers who have completed ‘Initial Mentor Training’)</td>
<td>Lancaster</td>
<td>Wednesday 5 February 2020</td>
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<tr>
<td>Initial mentor training course</td>
<td>Carlisle</td>
<td>Wednesday 18 March 2020</td>
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<tr>
<td>Initial mentor training course</td>
<td>London</td>
<td>Thursday 19 March 2020</td>
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<tr>
<td>Initial mentor training course</td>
<td>Lancaster</td>
<td>Wednesday 29 April 2020</td>
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