

# **Primary Mentor Training**



**Information Booklet**

**2021-2022**

## **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 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 and is appropriate for anyone with QTS, following successful completion of their NOT year.**

The Initial Mentor Training is now run as a blended, online course, split into 4 sessions, 2 of them done independently by the participants and two delivered 'face to face' as twilights using Microsoft Teams.

Each session will last approximately 1½ hours. The independent sessions involve some reading, some watching, some discussion and some preparation (in the form of ideas or notes) to bring to the face to face sessions. There will be no charge for the course.

For dates of the blended initial mentor training courses, please see page 8.

## **School Based Mentor Training**

Please note that the number of centrally run mentor training courses 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 centrally organised events. Where an individual school (or group of local schools) has 8 or more teachers who require mentor training, we can look to deliver it at the local level. Please contact your UPT or UPL for details.

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

## **Mentor Training Update Courses**

As part of their role, your UPT or UPL 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.

### **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 run as blended training, following the same format as the Initial Mentor Training. It 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 OTS and have completed Initial Mentor Training prior to attending this course.** There will be no charge for the course.

**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 centrally run blended mentor training update course, please see page 8.

**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 UPT or UPL for details.

### **Online Update Mentor Training Course**

Alternatively, you may wish to complete the Update Mentor Training course online. This is now available via our online learning platform, Blackboard. For further details and information on how to register / access, please contact Linda Muir on [linda.Muir@cumbria.ac.uk](mailto: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 OTS 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.

### **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 centrally run mentor training and contact details, you will find an **application form** with contact details on page 7.

If you would like details about the possibility of school based mentor training, please contact your UPT or UPL.

We look forward to working with you.

The Mentor Training Team

**Intended learning outcomes:**

By the end of the course 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 training:**

**Session 1:** *Independent session* covering skills of the mentor/needs of the trainee and observation and feedback. This is in the form of a power point with some voice over slides. There is also some reading, watching and discussion in school to undertake. *1½ hours equivalent*

**Session 2:** *'Face to face' session using Microsoft Teams.* This will cover scenarios surrounding preparation for placement and observation and feedback. *4.00-5.30*

**Session 3:** *Independent session* looking at dealing with problems on placement and target setting/writing placement reports. Again, this is in the form of a power point with some voice over slides, some reading, watching and discussion in school to undertake. *1½ hours equivalent*

**Session 4:** *'Face to face' session using Microsoft Teams.* This will involve scenarios around a variety of issues trainees face on placement and preparing and writing placement reports. *4.00-5.30*

## **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:

<b><i>New Common Framework &amp; implications of removal of grades</i></b>	<b><i>Formal weekly review (info only)</i></b>
<b><i>New curriculum planning guidance</i></b>	<b><i>Tracking pupil progress</i></b>
<b><i>Mentor standards &amp; new UoC qualifications</i></b>	<b><i>Review of assessing student at the end of placement</i></b>
<b><i>Target setting</i></b>	<b><i>Cause for Concern</i></b>
<b><i>Behaviour Management (info only)</i></b>	<b><i>The advanced mentor: Theory into practice</i></b>
<b><i>Observation review</i></b>	<b><i>Moving from meeting to exceeding teachers' standards</i></b>

N.B. Not all areas will be covered during a single session and others may be added to suit the needs of the participants and/or the changing context of the sector.

Again, this will be run as 4 sessions over a 3 week period, with 2 independent sessions and 2 'face to face' twilights using Microsoft Teams.

# Primary mentor training courses 2021/22



The 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, and all training is online 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\\_2021\\_22](https://universityofcumbria.formstack.com/forms/mentor_training_2021_22)

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](mailto:educationplacements@cumbria.ac.uk) / [Linda.Muir@cumbria.ac.uk](mailto:Linda.Muir@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		
Title of course	Location	Date
Initial mentor training course	Online via Microsoft Teams	Thursday 23 September 2021 4.00-5.30 Thursday 30 September 2021 4.00-5.30
Initial mentor training course	Online via Microsoft Teams	Thursday 14 October 2021 4.00-5.30 Thursday 21 October 2021 4.00-5.30
Initial mentor training course	Online via Microsoft Teams	Thursday 13 January 2022 4.00-5.30 Thursday 20 January 2022 4.00-5.30
Initial mentor training course	Online via Microsoft Teams	Thursday 24 February 2022 4.00-5.30 Thursday 3 March 2022 4.00-5.30
Initial mentor training course	Online via Microsoft Teams	Thursday 17 March 2022 4.00-5.30 Thursday 24 March 2022 4.00-5.30
<b>Update Mentor training course</b> (N.B. Only open to teachers who have completed 'Initial Mentor Training')	Online via Microsoft Teams	Thursday 12 May 2022 4.00-5.30 Thursday 19 May 2022 4.00-5.30
Initial mentor training course	Online via Microsoft Teams	Thursday 9 June 2022 4.00-5.30 Thursday 16 June 2022 4.00-5.30