

Primary Mentor Training



Information Booklet

2022-2023

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](#)

Our mentor development programme forms a continuum, ranging from centrally run formalised training programmes, to bespoke 1:1 meetings between mentor and university staff, and covers mentors with a range of experience, from those at the earliest stages of their mentoring journey, to those who have a little experience (and who may have received some training with the University of Cumbria or another institution some time ago) through to highly experienced mentors who have a wealth of skills but who may need an update on changes to paperwork and processes. The flowchart on the final page of this booklet outlines the varying options that a mentor can choose from.

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 ECT period.

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 1 hour 45 minutes. 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 7.

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

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).

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.

School Based Update 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: This will be available for 2022-23 via our online learning platform, Pebblepad. 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.

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

Subject specific target-setting training for experienced mentors

Whilst we recognise that our experienced mentors are skilled at setting SMART, developmental targets, we are looking to expand the range of targets that we set in order to help our trainees develop. In addition to the carefully crafted targets which are currently being set, but which tend to be quite general in nature (referring to elements of behaviour management, assessment, pace for instance) we are moving towards setting targets that focus specifically on the subject being taught. For any mentors who completed Initial Mentor Training prior to the 2022-23 academic year, and who are intending to have a student in school this school year, it will be a requirement to undertake some additional training on setting subject-related targets. N.B if you are undertaking Initial Mentor Training this year, the additional training will not be necessary, as it is now included in the IMT programme. For details of dates, please see page 8.

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. *1 hour 45 equivalent*

Session 2: *'Face to face' session using Microsoft Teams.* This will cover scenarios surrounding preparation for placement and observation and feedback. *3.45-5.30*

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. *1 hour 45 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. *3.45-5.30*

Primary mentor training courses 2022/23



The Initial Mentor Training course provides an introduction to mentoring in primary ITE. The main focus is on developing the key skills for effective mentoring. We will cover aspects such as classroom observation, target setting, writing reports and dealing with problems.

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 or ECT period.

No fee is charged for the course, which is delivered remotely over two twilights via Microsoft Teams. 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. Email linda.muir@cumbria.ac.uk or educationplacements@cumbria.ac.uk

Participants will be contacted by email prior to the course start date, when they will be sent final details and a small amount of pre course work which they need to complete before attending the first session. This will be sent to the contact e-mail address provided on your application form

Primary Mentor Training Dates		
Title of course	Location	Date of Sessions (attendance is required at both sessions)
Initial mentor training course	Online via Microsoft Teams	1 st Session – Thursday 15 th September 2022 3.45pm-5.30pm 2 nd Session - Thursday 22 nd September 2022 3.45pm-5.30pm NOW FULL
Initial mentor training course	Online via Microsoft Teams	1 st Session – Thursday 13 th October 2022 3.45pm-5.30pm 2 nd Session - Thursday 20 th October 2022 3.45pm-5.30pm NOW FULL
Initial mentor training course	Online via Microsoft Teams	1 st Session – Thursday 12 th January 2023 3.45pm-5.30pm 2 nd Session - Thursday 19 th January 2023 3.45pm-5.30pm
Initial mentor training course	Online via Microsoft Teams	1 st Session – Wednesday 1 st February 2023 3.45pm-5.30pm 2 nd Session - Wednesday 8 th February 2023 3.45pm-5.30pm
Initial mentor training course	Online via Microsoft Teams	1 st Session – Thursday 16 th March 2023 3.45pm-5.30pm 2 nd Session - Thursday 23 rd March 2023 3.45pm-5.30pm
Initial mentor training course	Online via Microsoft Teams	1 st Session – Thursday 8 th June 2023 3.45pm-5.30pm 2 nd Session –Thursday 15 th June 2023 3.45pm-5.30pm

TARGET SETTING ONLINE TRAINING SESSIONS

Various dates and times for the online sessions are listed below; please choose one that best suits you and log your attendance with linda.muir@cumbria.ac.uk Please ensure you identify clearly which date/area you would like to attend and Linda will then arrange for a MS TEAMS link to access the training to be sent to you shortly before the session. Ideally you should choose the area/campus training that you take students from.

Central	Carlisle Facing Schools	Lancaster Facing Schools	London Facing Schools
28 September 2022 4pm-5.30pm	12 October 2022 4pm-5.30pm	11 October 2022 4pm-5.30pm	tbc
6 October 2022 4pm-5.30pm	20 October 2022 2pm-3.30pm	18 October 2022 4pm-5.30pm	
24 November 2022 4pm-5.30pm	6 December 2022 4pm-5.30pm	6 December 2022 4pm-5.30pm	
30 November 2022 4pm-5.30pm	11 January 2023 4pm-5.30pm	11 January 2023 4pm-5.30pm	
	25 January 2023 2pm-3.30pm	25 January 2023 2pm-3.30pm	
	6 March 2023 4pm-5.30pm	6 March 2023 4pm-5.30pm	
	14 March 2023 2pm-3.30pm	14 March 2023 2pm-3.30pm	
	20 April 2023 4pm-5.30pm	20 April 2023 4pm-5.30pm	

The University of Cumbria ITT partnership mentor development continuum

Our mentor development continuum incorporates all levels of mentor briefing, training, QA and certification. This flow diagram highlights the formalised **essential** briefing, training and CPD development opportunities available. We have also added where the QA discussions lead to signaling mentor development opportunities.

I am a new ITT mentor

I am a new UoC ITT mentor

I am an existing UoC mentor

I need to complete Initial Mentor Training [Link HERE](#)

I have mentored for 0-3 years

I have mentored for longer than 3 years

QA touch points during placement activity(min. x2) will also highlight bespoke CPD opportunities / input via your UPT/PPL (responding to individual need & context) *recorded on Mentor QA form

I can complete an UoC mentoring qualification- QMS (Qualified Mentor Status)

I can complete an update mentoring skills training session Speak with UPT / PPL

I mentored a UoC student in 2021/22 cycle

I can complete a NPQLTD with mentoring and coaching focus

I can complete a UoC advanced mentoring qualification- QLMS (qualified lead mentor status)

NO
I need to watch a briefing update for 2021/22 to understand Staged Expectations approach to placement assessment [Click HERE](#)

YES
I need to watch the 2022/23 update- ITT Curriculum Depth and Breadth briefing [Click HERE](#)

I now need to attend a ITT Curriculum Target Setting training session with UPT / PPL
Book via Linda.Muir@cumbria.ac.uk

Complete register [HERE](#)

KEY
Green box- mentor starting points
Red box- Essential training / briefings (22/23)
Yellow box- part of essential briefing if not worked with UoC in 21/22

