

## Co-ordinator Mentor

This sheet can be placed in a plastic wallet as a divider for your CPD Portfolio's mentoring section

### What is a Co-ordinator Mentor?

**Impact:**

A Co-ordinator Mentor is a member of staff who has had recent experience as a Designated Mentor and who is responsible for managing a number of mentors in school – e.g. as an ITT and/ or CPD Coordinator.

### Characteristic Experience as a Coordinator Mentor:

**Experience:**

Articulating/  
developing own  
practice:

Assessment:

Developing  
mentee's  
practice:

Dealing with  
issues:

- ◆ Co-ordinate and develop ITT in the school or department over at least a year.
- ◆ Active at a strategic level with Provider[s] and/or the Region, providing evaluative feedback and helping to negotiate policies;
- ◆ Managing Q.A. procedures for ITT in school, e.g. by moderating assessments in your school and/or beyond, as applicable;
- ◆ Contributing to mentor training – in your school &/or beyond, e.g. by supporting a Supervised Mentor;
- ◆ Take a lead in resolving difficulties and developing procedures for dealing with complex mentoring issues.

Co-ordinator  
MENTOR

### Support materials/ further information:

GTC Core Di-  
mensions:-  
*Research*

*Research*

*Gaining Support*

*Gaining Support*

- ◆ Read the CUREE guidance on what being a mentor entails on [www.curee.co.uk](http://www.curee.co.uk) and review your own skills and aptitudes;
- ◆ Read published support materials (see [www.emac.org.uk](http://www.emac.org.uk) for further information on sources for these):
  - Doing ITT SBT modules 1-9;
  - [www.emac.org.uk](http://www.emac.org.uk);
  - <http://www.tta.gov.uk/php/read.php?sectionid=313&articleid=2093>
- ◆ Arrange to attend briefing/training sessions provided, as appropriate;
- ◆ Follow School and Providers' ITT Policy Documents;

### 'Evidence' of your experience:

GTC Core Di-  
mensions:-

*Research*

*Research*

You should keep a record – for possible future use – e.g. in a ring-binder, of this sheet, with the following:

- ◆ Questions and notes of information obtained e.g. from discussions/ reading;
- ◆ Action Plan and timetable of availability, commitment and training needs for staff;

*Gaining Support*

*Implementation*

*Implementation*

*Implementation*

*Implementation*

*Implementation*

*Implementation*

*Implementation*

*Implementation*

*Implementation*

*Evaluation*

*Evaluation*

*Evaluation*

*Evaluation*

- ◆ Records of demonstration lessons; mentoring/ shadowing observations; lesson observations, reports [e.g. photocopies] etc carried out;
- ◆ Records of moderations;
- ◆ A school-based placement programme;
- ◆ An effective ITT Policy, reviewed annually;
- ◆ A record of Staff CPD needs in relation to ITT;
- ◆ Action notes or minutes of meetings;
- ◆ Programme of contributions to teaching;
- ◆ Mentors meeting all the requirements of the school's Partnership with the provider, e.g. completed observation schedules, confirmed by Provider;
- ◆ Records of any work as a mentor beyond school, e.g. attendance at Partnership meetings, Conferences, etc
- ◆ Evaluations from trainee teachers on their experience with your mentors;
- ◆ External examiner reports [if directly applicable];
- ◆ Annual evaluative feedback to Provider/Management.
- ◆ A reflective log/journal discussion e.g. exploring why decisions were made – and how they worked out.

## ACCREDITATION option

**You can apply for** Accreditation of Experiential Learning [APEL] of your work as a mentor. That will count towards the work involved in gaining Credits at Masters' level. See the Accredited Mentor section for more details

**Supervised mentor**

**Designated Mentor**

**Coordinator Mentor**

*through APEL plus further study mentors at any level can become an:*

**Accredited Mentor**



## Mentor confirmation of achievement

Co-ordinator mentor

This sheet can be punched and inserted in the appropriate mentoring section of your CPD Portfolio.

Name:

Date:

GTC Core  
Dimen-  
sions:-

I seek confirmation of achievements as a Coordinator Mentor. To that end I have demonstrated the following evidence, as shown:

Confirmation by ITT  
Provider:  
Name:

ITT Provider:

*Research*

- ◆ Questions and notes of information obtained e.g. from discussions/reading, showing development;

.....

*Research*

- ◆ Records of demonstration lessons; mentoring/ shadowing observations; lesson observations, reports [e.g. photocopies] etc carried out, showing positive, challenging feedback with strategies;

.....

*Evaluations*

- ◆ Positive evaluations from trainee teachers on their experience with your mentors;

.....

*Implemen-  
tation*

- ◆ Mentors meeting all the requirements of the school's partnership with the provider, e.g. completed observation schedules, confirmed by Provider;

.....

*Evaluation*

- ◆ Positive External examiner reports [if directly applicable];

.....

*Implemen-  
tation*

- ◆ Programme of contributions to teaching;
- ◆ Records of moderations made;

.....

*Implemen-  
tation*

- ◆ Records of any work as a mentor beyond school, e.g. attendance at Partnership meetings, Conferences, etc

.....

*Implemen-  
tation*

- ◆ A school based placement programme;

.....

*Implemen-  
tation*

- ◆ An effective ITT Policy, reviewed annually, confirmed by Ofsted;

.....

*Implemen-  
tation*

- ◆ Action Plan and timetable of availability, commitment and training needs for staff;

.....

*Implemen-  
tation*

- ◆ A record of Staff CPD needs in relation to ITT;

.....

*Implemen-  
tation*

- ◆ Action notes or minutes of meetings;

.....

*Evaluation*

- ◆ Annual evaluative feedback to Provider/Management

.....

*Evaluation*

- ◆ A reflective log/journal discussion e.g. exploring why decisions were made – and how they worked out

.....

**\* If another person has signed this, please add here the role/status of that person:**

Signed: .....Date:.....

'Evidence' of your interest/ experience:

You should keep a copy of this sheet e.g. in your CPD portfolio [mentoring section], as evidence, for possible future use