



Are you a recognised mentor?

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

What is a Designated Mentor?

Impact:

Fully responsible for providing educational support, direction and development to a trainee teacher.

Experience

Once you have undertaken training and satisfied your school Coordinator Mentor/ Provider as a Supervised Mentor you will be a Designated Mentor, when you can mentor trainee teachers without any particular need for further support for the basic tasks, although you will undoubtedly need to attend updating meetings and to further develop your expertise in mentoring – e.g. through:- Experience of working in a sustained way 1:1 with a series of trainee teachers at different stages of training placements [e.g. early, middle and final]; different types of placement [e.g. serial and single, paired, and multiple students]; different programmes [e.g. undergraduate education and ITT, PGCE, GTP];

Designated
MENTOR

Developing Experience as a Designated Mentor:

GTC Core Dimensions:-

Gaining Support

Gaining Support

Implementation

Implementation

Implementation

Implementation

Implementation

Implementation

- ◆ Regularly attend up-date Provider training meetings;
- ◆ Continue to take responsibility for own development as a mentor, e.g. by pairing with another mentor ;
- ◆ Provide model lessons for focused observation and discussion;
- ◆ Making teaching observations of trainee:
 - Independently using observation schedule, setting targets, giving feedback and writing report;
 - Providing oral and written feedback to trainee teacher on his/her teaching;
 - Assessing progress and attainment against QTS Standards.
 - Take an increasing lead in dealing with issues, liaising with others, necessary.

Support materials/ further information:

GTC Core Dimensions:- *Research*

Research

- ◆ Read the CUREE guidance on what being a mentor entails on www.curee.co.uk and review your own skills and aptitudes;
- ◆ Read published support materials (see www.emac.org.uk for further information on sourcing these):
 - Doing ITT SBT modules 1,2,3,4, 5,6, 7, 8, 4, 9
 - <http://www.tta.gov.uk/php/read.php?sectionid=313&articleid=2093>



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| <i>Gaining Support</i> | ◆ Contact your head teacher/ coordinator mentor and arrange to attend briefing/training sessions provided; |
| <i>Gaining Support</i> | ◆ Follow Policy Document and clarification discussion with appropriate mentor coordinator mentor; |
| <i>Evaluation</i> | ◆ Keep a journal, or 'log', of your discussions with trainee teachers, and reflect upon issues that arise. |

'Evidence' of your experience:

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|------------------------|--|
| GTC Core Dimensions:- | ◆ Continuing evidence of competence as a teacher – e.g. NQT CEDP records; Ofsted grading/ pertinent comments; appraisal evidence; pupil progress records; confirmation by SMT; |
| <i>Gaining support</i> | ◆ Attendance Certs for further training meetings with Provider/ITT Co-ordinators; |
| <i>Implementation</i> | ◆ Questions and notes of information obtained e.g. from discussions/ reading; |
| <i>Implementation</i> | ◆ Records of demonstration lessons; mentoring/ shadowing observations; lesson observations, reports [e.g. photocopies] etc carried out; |
| <i>Implementation</i> | ◆ Meeting all the requirements of the school's partnership with the provider, e.g. completed observation schedules, confirmed by Provider; |
| <i>Evaluation</i> | ◆ Evaluations from trainee teachers on their experience with you as mentor – including different placements [e.g. early, middle and final]; different types of placement [e.g. serial and single, paired, and multiple students]; different programmes [e.g. undergraduate education and ITT, PGCE, GTP]; |
| <i>Evaluation</i> | ◆ Recorded feedback from Provider/Coordinator Mentor on your using appropriate QTS Standards when giving feedback (written/oral); |
| <i>Evaluation</i> | ◆ External examiner reports [if directly applicable]; |
| <i>Evaluation</i> | ◆ Log of discussions with trainee teachers and reflective analysis of the discussion. |

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





Mentor confirmation of achievement

Designated mentor

Name:

Date:

GTC Core Dimensions:-

I seek confirmation of status as a Designated Mentor. To that end I have demonstrated the following evidence, as indicated:

Gaining Support

- ◆ Continuing evidence of competence as a teacher e.g. NQT CEDP records; Ofsted grading/ pertinent comments; appraisal evidence; pupil progress records; confirmation by SMT;
- ◆ Attendance Certificates for further training meetings with Provider/ITT Coordinators;

Gaining Support

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

Implementation

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

Implementation

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

Evaluation

- ◆ Positive evaluations from trainee teachers on their experience with me as mentor – including different placements [e.g. early, middle and final]; different types of placement [e.g. serial and single, paired, and multiple students]; different programmes [e.g. undergraduate education and ITT, PGCE, GTP];

Evaluation

- ◆ Satisfactory recorded feedback from Provider/ Coordinator Mentor on using appropriate QTS Standards when giving feedback (written/oral);

Evaluation

- ◆ External examiner reports [if directly applicable];

Evaluation

- ◆ Log of discussions with trainee teachers and reflective analysis of the discussion.

Signed in Confirmation by Coordinator Mentor *

Name:

ITT Provider:

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

Signed:Date:.....

'Evidence' of your interest/ experience: