



Are you a new, or returning, mentor?

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

Previous experience (this level may apply to a new mentor or to one starting up again after a gap of some years): -

<p>Impact:</p>	<ul style="list-style-type: none"> ◆ You will normally be working with one mentee. It is useful to explore what the role entails. Look at the guidance for Pre-Mentors; ◆ <i>For ITT mentoring: the School has been accepted for Partnership by ITT partnership and signed the Partnership Agreement;</i> ◆ <i>Minimum of one year's teaching experience [some Providers require more than this];</i> ◆ <i>Competent classroom practitioner - Pupils make satisfactory progress—confirmed by SMT;</i> ◆ <i>Evidence of interest shown in mentoring, e.g. by contributing previously to School ITT programme in ways indicated in the Pre-Mentor guidance;</i> 	<p>Add notes here of evidence for each point:</p>	<p>Supervised MENTOR</p>
<p>Experience</p>			

Characteristics of operating as a Supervised Mentor:

<p>Articulating own practice: Developing Mentee's practice:</p> <p>Dealing with issues:</p> <p>Assessment:</p>	<ul style="list-style-type: none"> ◆ <i>ITT Co-ordinator recommends teacher for ITT involvement:</i> ◆ <i>Work with at least one trainee teacher; - Give model lessons - Obs. + discussion with trainee teachers; - Joint obs. with experienced mentor using schedule;</i> ◆ <i>Identify evidence, alert the coordinating mentor and liaise, as necessary.</i> ◆ <i>With support from a Designated or Coordinator Mentor give oral feedback using schedule, setting targets and write a final written report with grading against the QTS Standards;</i> <p><i>To become a Designated Mentor you will need the confirmation of your satisfactory completion of these elements by a Coordinator Mentor</i></p>	

Support materials/ further information:

<p>GTC Core Dimensions:- <i>Researching</i></p> <p><i>Researching</i></p>	<ul style="list-style-type: none"> ◆ 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 details of sourcing these): <ul style="list-style-type: none"> - Doing ITT SBT Intro module and modules 4, 5 	
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*Researching
and Gaining
Support*

- Doing ITT SBT modules 1 through to 9;
- www.emac.org.uk for support on assessment, in particular
- Qualifying to teach: a handbook of guidance

Add notes here of evidence for each point:

*Gaining
Support*

- ◆ Contact your head teacher/mentor coordinator and, via them, an ITT provider, to confirm your interest, and attend briefing/training sessions provided by them;

*Gaining
Support*

- ◆ Read the guidance documents provided by the ITT provider carefully and note any questions you want further information about;

*Gaining
Support
Gaining
Support*

- ◆ Observe an experienced mentor and follow up with structured discussion on technique, process, structure ;
- ◆ Follow Policy Document and clarification discussion with appropriate mentor line manager;

Evaluation

- ◆ Keep a journal, or 'log', of your discussions with trainee teachers, and reflect upon issues that arise.

'Evidence' of your interest/ experience:

GTC Core
Dimensions:-

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

Researching

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

*Gaining
Support*

- ◆ Attendance Cert. for training meeting with Provider/ITT Co-ordinators;

Implementation

- ◆ Records of demonstration lessons; mentoring shadowing observations; lesson observations etc carried out;

Implementation

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

Evaluation

- ◆ Evidence of competence as a teacher – e.g. NQT CEDP records; Ofsted grading/ pertinent comments; appraisal evidence; pupil progress records;

Evaluation

- ◆ Evaluation from trainee teachers on their experience with you as mentor;

Evaluation

- ◆ Recorded feedback from experienced mentor on your using appropriate QTS Standards when giving feedback (written/oral);

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

There is an exemplar form for confirming your progress from Supervised to Designated Mentor attached.

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 details



Mentor confirmation of achievement

Supervised mentor

Name: _____

Date: _____

GTC Core
Dimensions:-

Gaining Support

Gaining Support

Implementation

Implementation

Evaluation

Evaluation

Evaluation

I seek confirmation of status as a Supervised Mentor, having demonstrated the following evidence, as indicated:

- ◆ Attendance Cert for training meeting with Provider/ITT Co-ordinators;
- ◆ Questions and notes of information obtained e.g. from discussions/reading, showing development;
- ◆ Records of demonstration lessons; mentoring shadowing observations; lesson observations etc carried out, showing positive, but challenging feedback with strategies;
- ◆ Meeting all the requirements of the school's partnership with the provider, e.g. completed observation schedules, confirmed by Provider.
- ◆ Evidence of competence as a teacher – e.g. NQT CEDP records; Ofsted grading/ pertinent comments; appraisal evidence; pupil progress records; ...;
- ◆ Positive evaluation[s] from trainee teachers on their experience with me as mentor;
- ◆ Satisfactory recorded feedback from experienced mentor on your using appropriate QTS Standards when giving feedback (written/ oral);
- ◆ A reflective log/journal discussion e.g. exploring why decisions were made – and how they worked out.

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: