

PGCE FE Mentor Newsletter 2023/24 Number 3

What are we doing and how does it fit together?

Welcome to the PGCE FE Mentor Connect half-termly newsletter. In this edition:

Section 1 Course updates

Section 2 Assessment updates

Section 3 FAQs

Weeks 20-23 8 th Jan - Feb half term	Topics – These course weeks focus on bridging from assignment and content consolidation to the new module Curriculum, research-informed teaching and professional development. Consolidation of topics: promoting positive behaviour; learning teaching and assessment; inclusive practice; planning learning, teaching and assessment; practical skills
Week 22 22 nd Feb	Topic: Launch of Assignment B Topic: Evidence- based research Topic: Sources of evidence practitioner research, meta analysis
Week23 29 th Feb	Topic: Evidence in Education Topic: Launch of Assessment Teaching observations (UW 4 Mentor 4); 1st March Mentor training
Week 24 5 th March March	Topic: Group visit to 6th form setting Teaching observations (UW 4, Mentor 4); Trainee/mentor PR2 meeting window Discuss your mentee's research – advice and discussion welcome!
Week 25 12 March	Topic: Dyslexia Training Topic: Fundamental British Values Teaching observations (UW 4, Mentor 4); Trainee/mentor PR2 meeting window Discuss your mentee's research – advice and discussion welcome!
Week 26 19 th March	Topic: Formative presentations Topic: Anxiety and Autism DfE certificated training Teaching observations (UW 4 Mentor 4) Discuss your mentee's research – advice and discussion welcome!
Week 27-	Break
Week 28 -	Break
Week 29 9 th Apr	Topic: Subject specialism day – subject specialism research Trainee Summer Action Plan shared with mentors Teaching Observations Teaching observations (UW 4 Mentor 4) Trainee's start preparing their final PR3

Section 2: Course assessments and assignments

1. Teaching Practice – PebblePad

Lesson Observations

Trainees are expected to have 4-6 formal observation by the end of Term 2.

The role of informal feedback is highly valued and trainees are encouraged to capture this as notes their **PebblePad Professional Discussions** log. This includes, informal discussions on planning and teaching , mentor meetings and discussions with placement colleagues.

Professional Report 2 (PR2)

Trainees and mentors should complete PR2 in PebblePad by Friday 22nd March please.

2. Module PGFE4004: Curriculum, Research- informed teaching and professionalism - This module has 1 assignment submitted in 2 parts

Assignment B

Part 1 Literature Review

Trainees should choose a relevant topic linked to professional interest/dilemma. Trainees then research their topic and complete critical literature review. Submission Friday 3rd May 3:00 PM

Part 2 Presentation

Trainees present their research themes and how they have used the findings, or would use the findings in their practice. The impact, or potential impact on teaching must be discussed.

Mentors are welcome to attend the presentation . Date **Tuesday 4th June**, St John's Campus

Course dates and events

External Examiner Visit 19th/ 20th March. Focus on Mentoring

Summer Action Plan – completed by trainee and university tutor early April. Shared with Mentor as completed

Professional Report 3 to be completed by Trainees and Mentors by Friday 24th May 2024

Trainees to complete their **Career Action Plan** and share with Mentor - before Friday 24th May 2024

Mentor training – book on request we're always happy to help!

Mentor FAQs

What is the PebblePad portfolio?

This is the trainee's teaching practice portfolio. It is shared managed by trainees, monitored by tutors and shared with mentors by trainees. Mentors are able to view the contents and edit the Professional Reports and Lesson Observations pages. If you cannot edit PebblePad, Please email Jane or Mike.

What are the stages of the Professional Report 2 and 3 writing?

A tripartite approach to feedback and assessment: the Professional Report (PR) process Note: always meet with your trainee and discuss their review and summary of progress as your prepare your own PR section

Trainee completes their PR section, claims a grade and arranges meeting with mentor to have a professional discussion about the PR and progress

Mentor prepares for meeting with trainee by reviewing trainee's PR. Mentors can complete their own PR in PebblePad, including grade, **before or after** meeting trainee. Grade must be agreed or referred to trainee's Personal Tutor.

Mentor completes and/or submits their PR in PebblePad and includes the agreed grade.

Course tutor signs off and releases the full Professional Report.
A final agreed progress grade is signed off by the 3 parties in PebblePad

What mentor training is available?

We have completed Mentor Training and training is recorded for those who cannot attend. The link to the recent training session of compiling Professional Reports has been circulated. Well worth a watch!

We have upcoming Mentor drop ins on these dates – Friday 26th April 3-4 pm and Friday 17th May 3-4 pm. You can book a 1 to 1 Teams meetings with Jane or Mike at any time.

Thank you for supporting our trainees!



Contacts

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