

GUIDANCE FOR MENTORS

PGCESPAIN

The mentor role is an important one for the success of each PGCEi student. While it should not cause your workload to double, it is important to make time to prepare beforehand and be organised.

Things you may do:

- Introduce your mentee to colleagues and help them feel welcome.
- Provide the mentee with any school behaviour policies/ health and safety guidance.
- Help the student to find opportunities to observe as many different teachers as possible, including yourself.
- Arrange a timetable where the student can begin to team teach (with you or a subject specific teacher) and gradually develop into half and later full lessons where the student takes the lead. Teaching Practice block one should develop into 50% of a standard teaching timetable.
- Teaching Practice block 2 should be 60% of a standard teaching timetable and provide the opportunity to demonstrate progression over time.
- Provide a lesson plan template and explain the differing stages to the lesson structure (e.g. importance of clear objectives, 3 or 4 part lesson, timings, progress checks).
- Observe a lesson at least once a week and give constructive advice. Try to provide solutions and techniques that could be implemented. You can share observations with a subject specific teacher who can provide constructive feedback.

- Allow your mentee the opportunity to mark some work they have set and give some guidance on how it should be marked. (WWW/EBI, leading to Pupil Reflection).
- Meet with your mentee every 2 weeks and help guide them with specific, realistic targets (e.g. allow time for a plenary, provide additional support for SEN pupils).
- Ask them to reflect on their lessons and use this to feed into the following lesson.
- Be a friendly ear and try to remember how challenging teaching can be in the beginning. A pat on the back and a smile can go a long way.

If you are concerned about your mentee's progress or need further help and guidance please do not hesitate to contact us: Shona@pgcespain.com / gill@pgcespain.com