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| Mentor Space - Mentor Space |

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| **Course:** | Primary 3-7 (Early Years) Post Graduate Certificate in Education with QTS | | |
| **Phase:** | Consolidation | **Week:** | w/b MONDAY 18th MARCH 2024 |

**Welcome to the weekly Mentor, Trainee and Link Tutor newsletter from the Department of Early Years.**

This is an 11-week Professional Practice Placement (PPP) which sees the trainees starting their teaching requirements from **week 2** at **30% whole class teaching**. During **Weekly Development Meetings** (WDM), Mentors will complete a **Weekly Development Summary** (WDS) each week, and a **Lesson Observation** (LO) from week 2 (a minimum of 8 LOs should be completed throughout this PPP) with the trainee. Link Tutors have **4 Quality Assurance** (QA) meeting points with Mentors and Trainees, these will be agreed individually with you to best suit school/teaching requirements.

Trainees are expected to upload each weekly WDS and LO forms (from week 2) onto InPlace, in a timely manner. Please could Mentors encourage trainees to complete this task during their PPA time. As PPQL, these forms are used to track the progress of each individual trainee, and to offer further support as and when it is required.

**Mentors,** please see the relevant information below which relates to the **EYPGCE** trainee that you are soon to be mentoring. If you have any further questions or queries, then please do contact **Amanda Casey** (Professional Practice Quality Lead (**PPQL**) for EYPGCE Placements) using this email address [Caseya@edgehill.ac.uk](mailto:Caseya@edgehill.ac.uk)

**Link Tutors** thank you for agreeing to support Mentors with the training of the EYPGCE trainees in their final Professional Practice Placement.

**Trainees** you have been well prepared to begin this final PPP, please use all available opportunities to ensure that you are able to plan, teach and assess all learners, under the expert guidance of your Mentors. You will be teaching full-time from around week 6 onwards, so again, ensure you are well prepared to undertake this expectation.

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| **Weekly intended curriculum expectations linked to CCF:** | |
| The weekly **Strand Component Tracker**, and **Subject Component Tracker**, can be found using the link below. These documents are used to track the progression of teaching and pedagogical skills in the EYFS and KS1 curriculums **and** the ITE strands (e.g. High Expectations, How Pupils Learn, Adaptive Teaching, Professional Behaviours and Assessment). The ITE strands can also be seen woven throughout the WDS forms and are particularly pertinent to the **FINAL** (green) WDS which is completed upon the trainee’s conclusion of this PPP. The PPP Handbook holds all the information related to this PPP, and can also be found using this hyperlink [Mentor Space EYPGCE Consolidation PPP Documentation](https://sites.edgehill.ac.uk/mentorspace/category/pgce-3-7-consolidation/). | |
| **Mentor Focus:** | |
| Stage 1 - ***CORE Online Mentor Training*** at [EHU Mentor Space](https://sites.edgehill.ac.uk/mentorspace/). This online unit provides Mentors with the research evidence and underlying principles for mentoring at Edge Hill University.  Stage 2 - ***Phase Specific Mentor Training*** at [EYPGCE Consol PPP Phase Specific Training](https://sites.edgehill.ac.uk/mentorspace/category/pgce-3-7-consolidation/). This is tailored to the specific placement phases and trainees’, where Mentors will receive guidance about the curriculum appropriate to the phase, the content of centre-based training to date, and expectations whilst on professional practice.  Stage 3 – ***Mentor Self-Study*** - Using the Mentor Space, Mentors can familiarise themselves with the partnership agreement, curriculum documentation and professional practice forms. | |
| **Observation of experts to support training suggestions:** | **Research and Resources:** |
| Week 1 is designed to ensure that trainees benefit from seeing expert practitioners plan, teach and assess learners, before they begin their own teaching next week. It is also a good time for trainees to familiarise themselves with schemes of work, planning proformas, practices and policies already well established in schools. We expect that trainees will have a full induction to school, including understanding the school’s expectations of **SAFEGUARDING** within the first day or two of starting placement. All trainees have been DBS cleared and have undertaken L1 and L2 Safeguarding and Prevent training, prior to starting a placement. | All relevant information related to this Professional Practice Placement, for Mentors and Link Tutors, can be accessed using this link to Mentor Space  [Mentor Space EYPGCE Consolidation PPP](https://sites.edgehill.ac.uk/mentorspace/category/pgce-3-7-consolidation/) |
| **Link Tutor: Notices** | **Trainee: Where to find SUPPORT** |
| **Link Tutors**, please access the **Link Tutor Space** tab, on Mentor Space, for further support and guidance of this Professional Practice Placement.  Alternatively, please email me or call my office number. These details can be found on our **EYPGCE Consolidation PPP Teams Chat** link. I will send weekly reminders and updates using the Teams platform. | **Trainees** if you require support with:  # **ACADEMIC WORK** – contact your Module Leader or Supervisor or Learning Services on [EHU Library/Learning Services](https://www.edgehill.ac.uk/departments/support/ls/)  # **EYPGCE PROGRAMME** – contact Jackie Sumner as PL at [Sumnerj@edgehill.ac.uk](mailto:Sumnerj@edgehill.ac.uk) or Amanda Casey as APL on [Caseya@edgehill.ac.uk](mailto:Caseya@edgehill.ac.uk)  # **MONEY ADVICE** (inc PPP Travel Expenses) – contact the team on [EHU Money Advice](https://www.edgehill.ac.uk/departments/support/studentservices/moneyadvice/money-issues/)  # **PLACEMENT** – contact the Placement Team at [primaryplacements@edgehill.ac.uk](mailto:primaryplacements@edgehill.ac.uk) or Amanda Casey (PPQL) on [Caseya@edgehill.ac.uk](mailto:Caseya@edgehill.ac.uk)  # **STUDENT SUPPORT** – contact the Catalyst team on [EHU Student Support](https://www.edgehill.ac.uk/departments/support/studentservices/student-support-team/)  # **WELLBEING** – contact the wellbeing team on [EHU Wellbeing](https://www.edgehill.ac.uk/departments/support/studentservices/wellbeing/) |