|  |
| --- |
| Mentor Space - Mentor Space |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course:** | Primary 3-7 (Early Years) Post Graduate Certificate in Education with QTS | | |
| **Phase:** | Consolidation | **Week:** | 1 |

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

This is a 10-week Professional Practice Placement (PPP) which sees the trainees starting their teaching requirements from **week 2** and working up to 80% full time teaching from week 4 onwards. 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 be prepared for each and every WDM, by sharing lesson evaluations, future planning, and assessment observations with the mentor. Ideally trainees should lead this discussion and agree what, if any, support, guidance, and help is required from the mentor. The expectation is that the trainee takes on the substantive classteacher role, with greater independence agreed by the mentor, as quickly as possible.

**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.

|  |  |
| --- | --- |
| **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 Progress Outcomes at the end of each QA meeting. The PPP Handbook holds all the information related to this PPP and can also be found using this hyperlink [Mentor Space Consolidation PPP Resources and Documentation](https://sites.edgehill.ac.uk/mentorspace/eypg3-wds/). | |
| **Mentor Focus:** | |
| Stage 1 - ***CORE Online Mentor Training***  This online unit provides Mentors with the research evidence and underlying principles for mentoring at Edge Hill University.  Stage 2 - ***Phase Specific Mentor Training***  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 trainees are out on professional practice.  Stage 3 – ***Bite-Sized Mentor Development Units***  This is a flexible and individual opportunity to access further developmental training.  All Mentor Development opportunities (inc training) can be accessed via this link [Mentor Development](https://sites.edgehill.ac.uk/mentorspace/mentor-development/) | |
| **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 suitable 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 for **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 Consolidation PPP Resources and Documentation](https://sites.edgehill.ac.uk/mentorspace/eypg3-wds/) |
| **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/) |

**Please see attached document which relates to the 2 ITAP days that trainees are required to undertake whilst on Professional Practice. These days will need to be agreed between the trainee and the Mentor and will be scheduled in the Consolidation PP pattern but will require the trainee to be ‘off’ their teaching schedule for these 2 days.**