



Welcome to the weekly mentor, trainee and link tutor briefing from the Primary Education Department.

<b>Course</b>	<b>PGCE Primary 5- 11 with QTS</b>		
<b>Phase:</b>	<b>Consolidation</b>	<b>Week:</b>	<b>8</b>

Hi all

We are now entering the final few weeks for the majority of our PGCE trainees! We thank you all for your continued support, encouragement, guidance and hard work. Please can I ask that we all make a concerted effort to have all WDS paperwork, observations and QA points up to date and submitted in a timely manner as there is a very short turn around between the end of placement and the academic board. This will really help to ensure a seamless sign off of student practice at the end of the placement. As always, I am just an email away if you need any help or support

Thank you so much!

Virginia

### **Weekly intended curriculum expectations linked to ITTECF:**

#### **High Expectations:**

- Be able to demonstrate high behavioural expectations and create a culture of respect and trust in the classroom that supports all children to succeed.
- Apply knowledge of cognition and neuroscience when planning teaching to avoid overloading working memory.

#### **How Pupils Learn / Classroom Practice / Adaptive Teaching:**

- Be able to work with SENDCO, and other expert colleagues and the designated safeguarding lead to understand the needs and provision for all pupils.
- Understand the role of curriculum design with consideration to how children learn.

#### **Professional Behaviours:**

- Investigate, evaluate and challenge mental health and wellbeing practices in schools (children and staff).

**Assessment:** Not a focus this week

#### **Mentor Focus:**

**80% Teaching:** Trainees should now be teaching 80% of the class timetable. If you have any concerns at all about a trainee's progress please discuss this with their Link Tutor as soon as possible

#### **WDS Trainee Progress Recommendations:**

- Trainee is making sufficient progress through the curriculum
- Trainee is making sufficient progress through the curriculum but this has required additional support
- Trainee is not making sufficient progress through the curriculum. A progress support plan should be considered

By the end of the final week, you must be able to select the option 'trainee is making sufficient progress through the curriculum'. Trainees are unable to 'proceed with support', as this is the final placement. However, be mindful of the fact that trainees still have a two-year induction period in school to refine and develop their teaching. Again, if you are concerned that your trainee is unlikely to meet this expectation, please speak to your link tutor at the earliest opportunity. Please ensure that your weekly feedback and lesson observation feedback make explicit to the trainee which areas of development are necessary and what steps they should take to reach their goals. If a Progress Support Plan (PSP) is necessary, you can arrange this with your link tutor, who will then ensure that this information is communicated to me. Please note that a PSP cannot be put in place unless a student has been graded as 'requiring support' on at least one WDS – this is to ensure that students are given opportunity to address weaknesses in practice before a more focused plan is put in place.

**Positive News:** We have some amazing and impactful practice taking place in our wonderful partner schools and it has been so lovely to hear all about the progress that students are making. Please do keep all the positive news coming – I never tire of reading about our students' successes! We are so proud of them.

**WDS and Lesson Observations:** As the placement moves into week 8, trainees should already have the following documents completed on their Abyasa timeline:

- 7 Weekly Development Summaries
- 7 Lesson Observations (of a wide range of core **and** foundation subjects)

A gentle reminder that all paperwork should be completed and uploaded weekly so that we can track and monitor student progress. We also ask that students do not complete the WDS paperwork alone, this should be done together as part of the WDS meeting.

If you have any issues, queries or concerns, please do not hesitate to contact your assigned **link tutor** at the earliest opportunity. They will be able to offer guidance, support and answer many of your questions (or find a colleague who can). If your query is about your link tutor, please email the Professional Practice and Quality Lead, Virginia Kay [kayv@edgehill.ac.uk](mailto:kayv@edgehill.ac.uk).

<b>Observation of experts to support training suggestions:</b>	<b>Research and Resources:</b>
<p>In preparation for the 8th Weekly Development Summary meeting, it may be beneficial for trainees to speak to the following colleagues/experts in school:</p> <ul style="list-style-type: none"> <li>- HLTAs</li> <li>- SENCo/SEND team</li> <li>- Subject leads within school</li> <li>- Mental health lead</li> </ul>	<p><b>Building a culture of respect and trust:</b> <a href="#">Click here</a></p> <p><b>Avoiding cognitive overload:</b> <a href="#">Click here</a></p> <p><b>Needs of all pupils:</b> <a href="#">Click here</a></p> <p><b>Curriculum design:</b> <a href="#">Click here</a></p> <p><b>Mental health practices:</b> <a href="#">Click here</a></p>
<b>Link Tutor:</b>	<b>Trainee:</b>
<p><b>Thank you for supporting your trainee(s) through their final practice!</b></p> <p><b><u>Progress Support Plans:</u></b> If you have any concerns about a trainee’s progress and feel that a Progress Support Plan may be needed, please contact me as soon as possible – Virginia kay <a href="mailto:kayv@edgehill.ac.uk">kayv@edgehill.ac.uk</a> .</p> <p><b><u>Abyasa:</u></b> Please check that Abyasa is up to date, including dates of QAs, mentor feedback, number of observations and whether or not WDS paperwork is complete and <u>up to date</u>.</p> <p><b><u>QA3:</u></b> Thank you to all who have completed and submitted their QA3 notes to Abyasa. If you have not yet arranged your QA3 (or have yet to upload your notes), please do so as a matter of priority.</p> <p><b><u>Mentor Training:</u></b> Please continue to chase up any training gaps and ensure that the relevant box is updated on InPlace once your mentor has watched the recording.</p> <p>If you have any <b>questions, queries or issues</b>, please use the MS Teams chat function.. However, <b>trainee-specific issues</b> should be emailed directly to <a href="mailto:kayv@edgehill.ac.uk">kayv@edgehill.ac.uk</a></p>	<p><b>You’re on the home stretch! Please read the key messages for this week.</b></p> <p>Not long to go now! Keep up all the hard work, organisation and enthusiasm – you are very nearly there! Please remember that your PAT is still here to support you with anything you need. If you fancy a chat or want to off-load, just send them an email and arrange a catch up. We are always happy to hear from you and would love to hear how things are going out in school.</p> <p><b><u>Queries:</u></b> Speak to your mentor or email your link tutor as your first points of contact. For additional enquiries, please email me at <a href="mailto:kayv@edgehill.ac.uk">kayv@edgehill.ac.uk</a></p>