

# **SCHOOL PLACEMENT HANDBOOK**

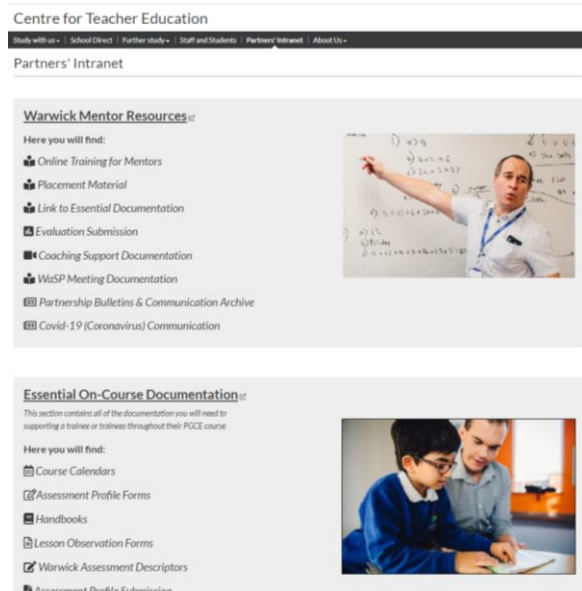
**Early Years and Primary  
PGCE 23-24**

**for Trainees, Class  
Teachers, Mentors and  
Moderation Tutors**

# The PGCE Primary and Early Years Partners' Intranet

Explore the **Partners' Intranet** for placement resources, training information, dates, conference resources, examples of completed forms, 'how to' mini-videos and much more! This site is regularly updated to reflect the most current resources.

<https://warwick.ac.uk/fac/soc/cte/pintra/>



The screenshot shows the 'Partners' Intranet' website. At the top, there is a navigation bar with links: 'Study with us', 'School Direct', 'Further study', 'Staff and Students', 'Partners' Intranet', and 'About Us'. Below the navigation bar, the page title is 'Partners' Intranet'. The main content area is divided into two sections:

- Warwick Mentor Resources**  
Here you will find:
  - Online Training for Mentors
  - Placement Material
  - Link to Essential Documentation
  - Evaluation Submission
  - Coaching Support Documentation
  - WoSP Meeting Documentation
  - Partnership Bulletins & Communication Archive
  - Covid-19 (Coronavirus) Communication
- Essential On-Course Documentation**  
This section contains all of the documentation you will need to support a trainee or trainees throughout their PGCE course.  
Here you will find:
  - Course Calendars
  - Assessment Profile Forms
  - Handbooks
  - Lesson Observation Forms
  - Warwick Assessment Descriptors
  - Assessment Profile Submission

This page is password protected.

The password is shared at Professional Mentor and Class Teacher Development; alternatively contact the Partnership staff at [Partnership@warwick.ac.uk](mailto:Partnership@warwick.ac.uk) or your Moderation Tutor.

# SCHOOL PLACEMENT HANDBOOK

## Contents

1. KEY INFORMATION.....	5
Absence from School Placement .....	5
2. PROFESSIONAL GUIDANCE.....	7
Professionalism .....	7
Safeguarding .....	9
Managing Workload on School Placement.....	10
Warwick Educational Philosophy Framework .....	11
Glossary of Character Values .....	12
3. GUIDANCE FOR PROFESSIONAL MENTORS & CLASS TEACHERS.....	13
Supporting Planning and Teaching .....	14
The Role of the Class Teacher .....	15
The Role of the Moderation Tutor .....	16
The Role of the Professional Mentor .....	17
Mentor Toolkit .....	17
Supporting all trainees: Core Content Framework training entitlement .....	17
Observing expert colleagues and the 'ELF' form .....	17
Weekly Lesson Observation and the ICON Form.....	17
Professional Practice Units (PPUs).....	18
Weekly Trainee-Mentor Meeting .....	18
Warwick Tutor Moderation visits .....	18
Coaching Guidance.....	19
Instructional Coaching Model.....	19
Coaching Contract.....	20
Instructional Coaching Support: guidance for first mentor-trainee meeting.	21
Instructional Coaching Support: guidance for subsequent coaching conversations .....	23
Instructional Coaching Observation Notes (ICON) Form .....	24
Experiential Learning Form (ELF) .....	26
4. ASSESSMENT OF THE PLACEMENT and the COLLABORATIVE REVIEW DOCUMENT .....	28
Maximising the progress of trainees.....	28
Expectations of progress and the Collaborative Review Document .....	28
Formative Assessment and Coaching .....	28
The Core Content Framework.....	28
Placement Guide: Week-by-Week Section.....	28
Summative Assessment .....	29
5. PGCE PRIMARY INTERVENTION FOR DEVELOPMENT AND PROGRESS.....	30



# 1. KEY INFORMATION

## University Contacts:

### Partnership

Main contact point: [partnership@warwick.ac.uk](mailto:partnership@warwick.ac.uk)

Partnership Development Officer: Leigh Capener

Email: [l.capener@warwick.ac.uk](mailto:l.capener@warwick.ac.uk) 024 765 23824

### Professional Support Service

Email: [ctecurrentstudents@warwick.ac.uk](mailto:ctecurrentstudents@warwick.ac.uk) 02476 150241

## Absence from School Placement

Absence from school placement is not something to be taken lightly. Unless you are ill, you must get permission from your Head teacher or School Professional Mentor and your Course Leader for any absence.

If your absence from school is inevitable, you **MUST** take the following steps:

(i) **Notify the school.** It is a most important part of professional etiquette to ensure that fellow teachers have prompt information of a colleague's absence by 8.00 am at the latest.

(ii) Notify the University before 8:00am via the Absence Reporting Form on the front page of Moodle.  
<https://warwick.ac.uk/fac/soc/cte/students-partners/students/absenceform>

(iii) In the event of an absence of more than five working days, send a medical certificate to the Professional Services Support Team.

(iv) If you were expecting a Moderation tutor visit to the school, please try to ensure that s/he does not have a wasted journey by ringing/emailing the University and asking the staff to contact the tutor at home as soon as possible.

(v) Notify the University and your Moderation Tutor of your **return** to school.

(vi) If you are ill for more than seven days you will need to obtain a medical certificate.

**Please also see information in the programme Handbook on Moodle > Programme Information.**



## 2. PROFESSIONAL GUIDANCE

### Professionalism

Professionalism is of paramount importance and your performance in this area is assessed continuously throughout the course and especially whilst on school placement. Part Two of the Teachers' Standards defines the behaviour and attitudes which set the required standard for conduct throughout a teacher's career. These standards must always be met and stand alongside the ITT Core Content Framework.

#### Part two: Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- 
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- 
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

To uphold schools' expectations of professionalism, you must ensure that you:

- make children your first concern and work consistently to be the 'best teacher you can be';
- safeguard children's well-being – see specific guidance overleaf;
- are appropriately and professionally dressed;
- maintain high standards of attendance and always **notify the school, the University Absence Line and your Moderation Tutor** of any absence **in good time**;
- arrive in school/remain in school to ensure that you have sufficient time to be well-prepared for the day ahead/next day; ensure your class teacher or Professional Mentor knows when you are leaving the premises;
- have read, understand and follow all school policies, practices and procedures;
- keep your placement file and pupil records **up-to-date** and **always available** in school/setting for your class teacher, Professional Mentor or Moderation Tutor to view;
- keep your Training Plan **up-to-date** and **always available** in school/setting for your class teacher, Professional Mentor or Moderation Tutor to view;
- plan lessons in advance and check initial Learning Plans with class teacher/Professional Mentor and as required thereafter;
- evaluate lessons promptly to inform future planning and next steps for pupils and improve teaching;
- always treat pupils with dignity and respect;
- build positive, professional relationships with your colleagues in school;
- promote equality of opportunity at all times;
- promote fundamental British values;
- do not express personal beliefs and show tolerance and respect for the faiths and beliefs of others;

- take responsibility for your own professional development by:
  - engaging in professional dialogue with expert colleagues/your Professional Mentor, responding to guidance given in order to support your professional development and ensure that you offer the best possible experiences for pupils;
  - preparing for your weekly Trainee - Mentor Meeting and completing the log of your meeting (in your Training Plan);
  - regularly reviewing your targets and progress towards meeting these;
  - regularly using the **Core Content Framework** to **reflect on your progress** and to support discussion of your progress with your Professional Mentor and Moderation Tutor so that you are clear about the 'next steps'.
  - keeping your Training Plan up-to-date

At any point, if you find that you are unable to meet any of the above criteria, you need to seek support from one or more of the following sources:

- School Professional Mentor
- University Moderation Tutor
- University Personal Tutor
- University Programme Leaders [M.O.Harris@warwick.ac.uk](mailto:M.O.Harris@warwick.ac.uk) and [j.dobb@warwick.ac.uk](mailto:j.dobb@warwick.ac.uk)
- Senior Tutor: Rachel Cooper [r.a.cooper@warwick.ac.uk](mailto:r.a.cooper@warwick.ac.uk)
- Deputy Senior Tutor: Sally Spicer [s.l.spicer@warwick.ac.uk](mailto:s.l.spicer@warwick.ac.uk)
- University Wellbeing Services <https://warwick.ac.uk/services/wss>



## Safeguarding

Keeping pupils safe and promoting the wellbeing of all pupils both in school and online, is a key responsibility for schools, consequently safeguarding is EVERYONE'S responsibility.

On all placements, as a priority you must ensure that you:

- (a) know who the Designated Safeguarding Lead (DSL) is;
- (b) have a copy of the school's/setting's Child Protection/Safeguarding policy in your teaching folder;
- (c) have read and understood the school's/setting's Child Protection and Safeguarding policy, paying particular attention to the online safeguarding guidance;
- (d) have signed a copy of the school's 'Staff Behaviour Policy' or 'Code of Conduct' and keep this in your teaching folder;
- (e) implement these policies/codes.

### What to do if a child makes a disclosure

- All disclosures must be taken seriously. It is of vital importance that if a child discloses experience of abuse or mistreatment, you listen carefully to the child disclosing:
- Take them seriously
- Don't judge
- Ask open, non-leading questions
  - You are allowed to ask 'TED' questions – Tell me, Explain, Describe
- Don't promise to keep it secret
- Tell them, if you can, what you will do next
- Check you have got their details
- Carefully record the conversation as soon as possible using the recording systems within your school setting.

**Share it with the Designated Safeguarding Lead (DSL) using the school procedure. Do not share the information with anyone else.**

**If the allegation is against any member of staff you should report this to the Head. If the allegation is against the Head you should report this to the Chair of Governors, Chair of the management committee or the propriety in the case of independent schools.**

### What to do if you observe signs of potential abuse or mistreatment

If you observe injuries or behaviours in children, you should:

- ask open questions about any injuries you observe
- note what the child says in response
- carefully record your observations as soon as possible
- and keep the record in a secure place.

**Share it with the Designated Safeguarding Lead (DSL) using the school procedure. Do not share the information with anyone else.**

**The piece of information you have may be the piece of the jigsaw that makes everything clear and may safeguard a child's life.**

For further information see: [Course: Safeguarding \(warwick.ac.uk\)](http://warwick.ac.uk)

## Managing Workload on School Placement

The **Department for Education** states that, ‘**all parts of the education system have a role to play in reducing teacher workload**’ and in particular in reducing unnecessary activity that takes teachers and school leaders away from their core tasks. The DfE offers support and practical resources for schools to help reduce workload, including the school workload reduction toolkit. See information and resources at the following address. <https://www.gov.uk/government/collections/reducing-school-workload>

The **Ofsted** Inspection Framework for Schools (2019) and the Ofsted Inspection Framework for Initial Teacher education (2020) reiterate DfE advice on the avoidance of ‘*unnecessary workload for staff*’ (2019 p.10) and preparing trainees for the ‘*realities of teaching*’ by eliminating ‘*unnecessary workload*’ for trainees (2020, p.46).

The **Department for Education’s** [Early Career Framework](#) (DfE, 2019) and the [Core Content Framework for ITT](#) (DfE, 2019) requires trainees and early career teachers to ‘*Learn how to... manage workload and wellbeing*’ for example through ‘*Collaborating with colleagues to share the load of planning and preparation and making use of shared resources.*’ (2019, p. 25).

The **Department for Education** (2018) has also offered specific advice for Initial Teacher Education to help providers reduce the workload faced by trainee teachers and their school partners, see: [Addressing workload in initial teacher education \(ITE\)](#)

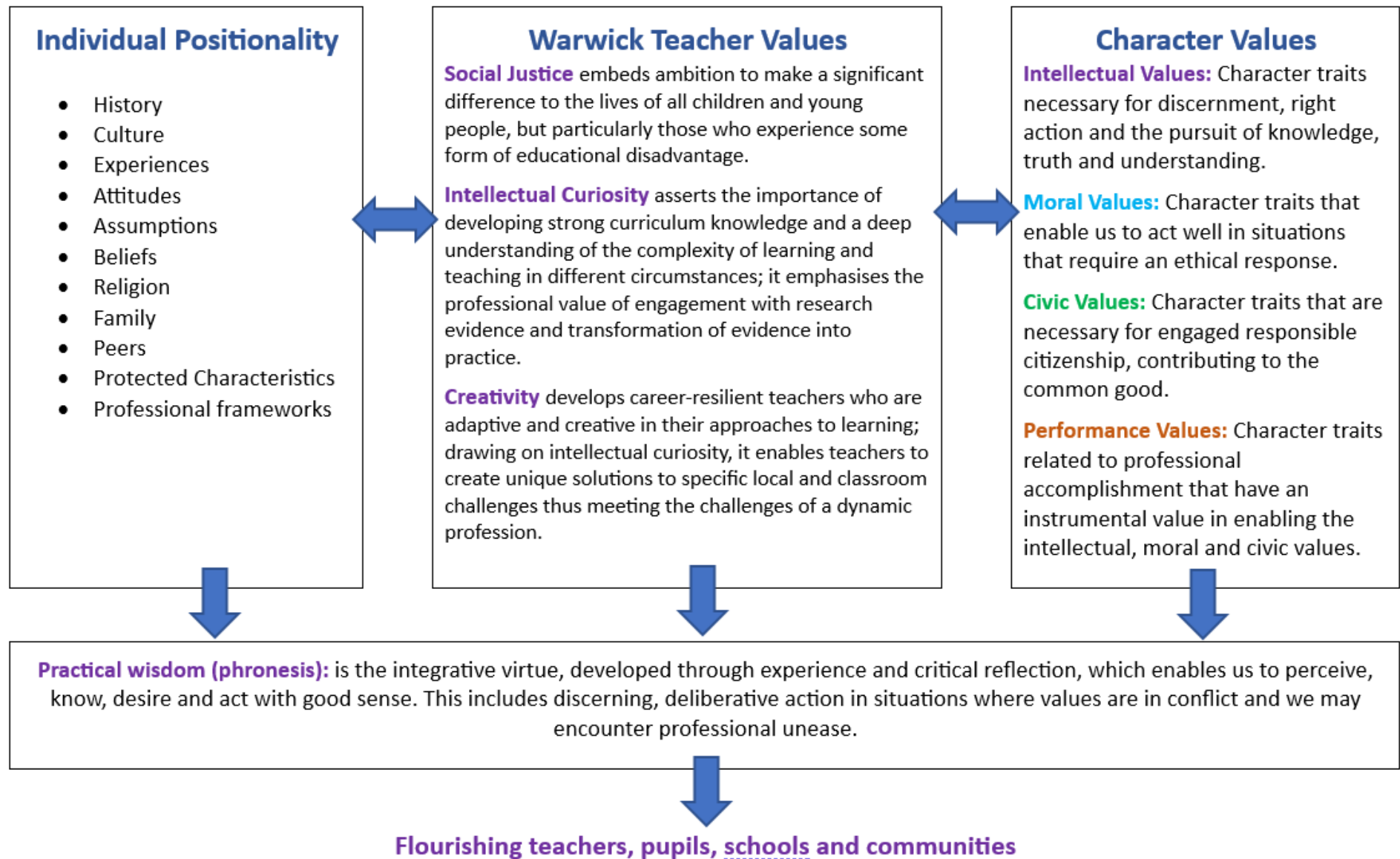
In response to the guidance provided by the **DfE** and **Ofsted**, CTE have reviewed workload demands for our trainee teachers and partnership colleagues. We offer guidance on managing workload to trainees (see suggestions below) and encourage active reflection on workload management. Trainees are encouraged to discuss, with their class teachers and Professional Mentors, efficient working practices that allow them to focus their efforts where they will have the most impact on pupils’ wellbeing and progress.

### Managing Workload – advice for Trainee Teachers

*Reviewed in line with the ‘Independent Teacher Workload Review Group’ reports (DfE, 2016) and in discussion with trainees.*

- **Avoid duplication** – you should never be asked to duplicate planning i.e. planning on one format for school and another for University; don’t waste time typing up handwritten logs or notes – if they are readable they are fine.
- **Share PPA time with your class teacher and follow your class teacher’s planning support/guidance** – learning to plan is a craft and you will learn this from your class teacher; as your programme progresses you will become increasingly confident and develop more independence.
- **Where a school is using published schemes**, work in line with school expectations, using the school’s chosen scheme(s) as the basis for your planning. However, develop your planning skills through involvement in professional discussion with your guiding class teacher about when it may be appropriate, and how, to adapt the scheme to ensure learning and progress for all pupils.
- **Develop your understanding of what a ‘reasonable’ workload looks like** - there is no doubt that teaching is a challenging but highly motivating profession and a teacher’s day extends well beyond a pupil’s day. However, if you find yourself working late into the evening and regularly not getting a break before bedtime, you should talk to colleagues for advice (e.g. class teacher, Mentor, Moderation tutor).
- **How does your class teacher manage their workload?** Ask your class teacher’s and Professional Mentor’s advice to help develop *efficient* working practices.
- **Pupil progress** – when in doubt about where to focus your time and efforts, focus on whatever will promote pupils’ wellbeing and progress.
- **Weekly planning** - as your workload increases, and especially when you are teaching 50% or more of the timetable, with your Professional Mentor’s approval, develop the skill of weekly planning .
- **Follow the school’s assessment policy and seek advice regarding how to ensure that marking** is providing feedback which is ‘**meaningful**’ for the pupils, ‘**manageable**’ for you as a trainee teacher and ‘**motivating**’ for the pupils; review the usefulness and manageability of your record-keeping.

# Warwick Educational Philosophy Framework



## Glossary of Character Values

### Intellectual Values:

**Autonomy:** the ability to be independent in one's thinking and action.

**Critical Thinking:** the ability to think reflectively and come to independent conclusions.

**Curiosity:** eagerness to know or learn something new.

**Judgement and Reasoning:** the ability to make decisions after careful consideration.

**Reflection:** the ability to ponder alternative possibilities and not jump to conclusions.

**Resourcefulness:** the ability to find quick and clever ways to overcome difficulties

### Moral values:

**Compassion:** to exhibit care and concern for others in need.

**Courage:** the willingness to deal with something that is difficult, or uncomfortable  
courage, gratitude, honesty, humility, integrity, justice, respect

**Gratitude:** to feel or to show appreciation for something that has been done for you.

**Honesty:** to be true to yourself and other people.

**Humility:** the ability to be modest and respectful and not over-estimate your own importance.

**Integrity:** the quality of having and following strong moral principles.

**Justice:** to have an understanding of what it is to uphold what is right.

**Respect:** having due regard for the feelings, wishes, or rights of others

### Civic values:

**Citizenship:** active engagement in projects that benefit the community or contribute to the common good.

**Civility:** being polite and courteous in behaviour and speech.

**Community Awareness:** to actively and meaningfully learn from and share information with different parts of the community.

**Neighbourliness:** a disposition to be friendly and helpful to others.

**Service:** working hard for a person, organisation or country. It is helping other people.

**Volunteering:** giving your time to help someone else. A vehicle for individuals or groups to address human, environmental and social needs.

### Performance Values:

**Confidence:** being certain in your own abilities, the abilities of others, or that a certain course of action is best.

**Determination:** the ability to keep going even when things are really tough.

**Motivation:** having a strong reason and drive to act or accomplish something.

**Perseverance:** the steady persistence in a course of action especially in spite of difficulties.

**Resilience:** bouncing back from adversity despite obstacles in your path. Resourcefulness: the ability to find quick and clever ways to overcome difficulties.

**Teamwork:** the ability to work with others effectively and efficiently.

Character values adapted from: Jubilee Centre for Character and Virtues (2022) *Framework for Character Education in Schools: Version 3* available at:

<https://www.jubileecentre.ac.uk/userfiles/jubileecentre/pdf/character-education/Framework%20for%20Character%20Education.pdf>

### 3. GUIDANCE FOR PROFESSIONAL MENTORS & CLASS TEACHERS

*This information and guidance is intended to support Professional Mentors in maximising the progress of their trainees and in doing so, offer the best provision possible to the pupils of the school.*

#### Supporting trainees with ‘declared disabilities’

All trainees who have disclosed a disability are encouraged to complete an Individual Support Plan (ISP) to specify any ‘reasonable adjustments’ which will support their successful completion of the PGCE.

We would recommend that trainees share their ISP and disability disclosure with school, at the earliest opportunity, in order to facilitate adjustments. However, if a trainee does not disclose their disability and/or ISP to the school, the University may choose to share this on the trainee’s behalf where this is felt to be in the trainee’s best interest. Trainees should discuss any concerns over disclosing a disability with their personal tutor.

Trainees are welcome to request an early school-based meeting between a university tutor, the trainee and Professional Mentor, to discuss in more detail the practicalities, responsibilities and expectations with reference to the reasonable adjustments identified in the ISP.

#### Risk assessment for trainees’ medical needs

Where trainees have a medical need/health issue which requires a risk assessment and/or the trainee to have access to medication in school, the school will be made aware of this in advance of the placement, to ensure that appropriate steps/safe storage of medicines can be agreed.

#### Supporting and signposting for trainees’ wellbeing

Is important to understand that the mentor and class teacher role is one of professional support, to help a trainee to become the best teacher they can be. Whilst class teachers and mentors will support a trainee’s general wellbeing, where there are any concerns about a trainee’s wellbeing it is important to signpost trainees to appropriate support. School colleagues can signpost to the following sources of support:

Safeguarding concern requiring immediate attention ( <i>e.g. are they a danger to themselves or others</i> )	Complete the CTE Trainee Concern Reporting Form on the Partnership website, in the Wellbeing & Safeguarding section: <a href="https://warwick.ac.uk/wellbeing-safeguarding">Wellbeing &amp; Safeguarding (warwick.ac.uk)</a> <a href="https://warwick.ac.uk/safeguarding-report-form">Safeguarding Report Form (warwick.ac.uk)</a>
General concern about wellbeing	Alert Moderation Tutor Signpost the trainee to: - their personal tutor - University Wellbeing Services <a href="https://warwick.ac.uk/services/wss/">https://warwick.ac.uk/services/wss/</a> - CTE wellbeing guidance <a href="https://moodle.warwick.ac.uk/course/view.php?id=25641">https://moodle.warwick.ac.uk/course/view.php?id=25641</a> - Healthy Mind Service <a href="https://www.talkingtherapies.covwarkpt.nhs.uk/">https://www.talkingtherapies.covwarkpt.nhs.uk/</a>

## Supporting Planning and Teaching

Given trainees' changes in the age phases and placement schools, **ALL trainees will require significant support with planning** and schools are expected to involve trainees in their joint planning processes and professional discussions around planning and resourcing lessons. We expect **class teachers and trainees to share PPA time and complete page 1 of the learning plan together, in note form**, especially early in placements. Following this support, trainees should develop/write up page 2 of the plan in greater detail and subsequently assess children's learning and evaluate each session using the University proformas. As trainees develop confidence and competence and as their workload builds on each placement, they can be supported to move to weekly planning as and when appropriate.

***NB. As a basis for trainees' planning, schools are asked to provide medium term and weekly plans for all trainees.***

***All guidance has been reviewed against the Reports from the 'Independent Teacher Workload Review Group' and the Core Content Framework.***

# The Role of the Class Teacher

## The class teacher acts as a critical supportive colleague for the trainee

<b>Before the placement</b>
The class teacher will: <ul style="list-style-type: none"><li>• have attended CT/Professional Mentor Professional Development/accessed the online training materials;</li><li>• know the name of the trainee, and the dates of the placement and be ready to welcome the trainee.</li></ul>
<b>Preparation training days</b>
The class teacher will: <ul style="list-style-type: none"><li>• have a copy of the Placement Guide;</li><li>• share with the trainee specific class info e.g., timetables, class lists, groups, routines etc.;</li><li>• ensure that the trainee is aware of individual needs e.g. in relation to pupils' physical and mental health, SEND, EAL, etc.;</li><li>• share assessment data and records to support trainee's planning;</li><li>• share copies of long/medium plans/overviews and short term weekly/daily plans;</li><li>• ensure that the trainee is aware of pupils eligible for pupil premium funding and relevant interventions;</li><li>• ON preparation days, encourage the trainee to establish themselves as an authority figure, for example, by: reading a story to the class, taking the register or bringing the children in from break;</li><li>• <b>ensure appropriate timetabling of PPA time so that the trainee and class teacher are able to undertake shared/supported planning together.</b></li></ul>
<b>During Placement</b>
With a view to supporting the developing skills of new entrants to the profession, and helping to ensure a manageable workload, the class teacher is asked to: <ul style="list-style-type: none"><li>• undertake <b>supported, guided planning with the trainee, including 'regular and professional discussion which focuses on the outcomes for pupils; thinking through the teaching of a subject, and the resources to support this'</b><sup>1</sup>; in line with judgements of the trainee's developing confidence and competence, <b>the class teacher might gradually reduce support so that the trainee learns to plan more independently;</b></li><li>• where school uses <b>published schemes</b>, involve the trainee in professional discussion about <b>when</b> it may be appropriate, <b>and how, to adapt the scheme to ensure learning and progress for all;</b></li><li>• ensure the trainee is clear about his/her planning responsibilities;</li><li>• <b>ensure the trainee understands the school marking and assessment policy, including how to ensure that marking is 'manageable, meaningful and motivating'</b><sup>2</sup>;</li><li>• offer <b>support and informal feedback</b> e.g. with lesson delivery, classroom management, lesson evaluation and informal observation using the ELF form etc.;</li><li>• liaise with Professional Mentor;</li><li>• role model good professional practice to the trainee, including: <b>behaviour management</b>, practice in <b>assessment and tracking pupil progress</b>; and practices to overcome <b>barriers to learning/support pupil progress</b>;</li><li>• in consultation with the Professional Mentor, ensure an appropriate timetable for the trainee;</li><li>• facilitate the trainee's completion of Professional Practice Units;</li><li>• <b>Undertake informal observation of the trainee, using Side B of the ELF form.</b></li><li>• notify the trainee and Professional Mentor of any difficulties that arise on the placement as early as possible, so that these can be swiftly addressed;</li><li>• where requested by the Professional Mentor, undertake a formal written observation of the trainee's teaching, recording this on the observation proforma and providing coaching. Ensure clear targets are set.</li></ul>

<sup>1</sup> Eliminating unnecessary workload around planning and teaching resources Report of the Independent Teacher Workload Review Group (2016) p. 9

<sup>2</sup> Eliminating unnecessary workload around marking Report of the Independent Teacher Workload Review Group (2016) p. 5

# The Role of the Moderation Tutor

The moderation tutor serves as the link between university and school and moderates the quality of the school provision for the trainee

<p><b>Before the placement</b></p> <p>The Moderation Tutor will:</p> <ul style="list-style-type: none"> <li>• have attended Moderation Tutor training</li> <li>• be familiar with relevant Professional Practice documentation and placement expectations;</li> <li>• know the name of the trainees for whom they will be responsible</li> <li>• Establish whether any early support u=is required for their schools/trainees</li> </ul>
<p><b>During Placement</b></p> <p>The Moderation Tutor will:</p> <p><b>Be the main point of contact between school and University:</b></p> <ul style="list-style-type: none"> <li>• Moderation Tutors will establish contact with the trainee and Professional Mentor, sharing contact details and signposting essential documentation and training relevant for the placement to ensure mentors are well prepared for their role;</li> <li>• organise visit/online Moderation Tutor visit/meeting with Professional Mentor and trainee.</li> <li>• Liaise with the trainee and school during the placement, as necessary</li> <li>• Use the 'Moderation Tutor Visit Guidance &amp; Log' to support consistency of the Moderation Tutor role across schools and programmes</li> </ul> <p><b>Moderate training provision:</b></p> <ul style="list-style-type: none"> <li>• Moderation Tutors will moderate training provision to ensure each trainee's minimum training entitlement is being met (as outlined in Placement Guides); they will do this through: school visit/online meetings; scrutiny of the trainee's Training Plan, teaching file documentation and Collaborative Review Document; ongoing professional dialogue with Professional Mentor and trainee.</li> <li>• Where there are concerns that training provision is not meeting minimum expectations, they will:             <ol style="list-style-type: none"> <li>(i) Discuss with the mentor and identify agreed actions to address issues identified</li> <li>(ii) Monitor that these actions are implemented and that minimum entitlement is now being met/judgements are accurate (after a short interval)</li> <li>(iii) Where any concerns remain, contact programme or partnership leads promptly for support.</li> </ol> </li> </ul> <p><b>Moderate judgements related to trainee progress:</b></p> <ul style="list-style-type: none"> <li>• Moderation Tutors will moderate assessment judgements through: ongoing professional dialogue with mentor and trainee(s); joint lesson observation with Professional Mentor and observation of post-lesson coaching conversation between Professional Mentor and trainee; and scrutiny of, training plan, teaching file documents and lesson observation forms (ICON and ELF) and Collaborative Review Document at relevant assessment points.</li> <li>• Moderate quality of coaching development, signposting support as appropriate</li> <li>• Quality assure that the CRD is fully completed at each assessment point, liaising with the Mentor where this is not the case, to ensure accurate and timely information is available for Review Meetings.</li> </ul> <p><b>Provide additional support for schools and trainees where intervention is needed:</b></p> <ul style="list-style-type: none"> <li>• Moderation Tutors will provide additional support as required through: ongoing professional dialogue with Professional Mentor and trainee; work collaboratively with Professional Mentors to develop and review an Intervention Plan to support trainee progress; liaise with course lead/Lead Moderation Tutor to plan for additional support, if required.</li> </ul>
<p><b>At Assessment Points/end of placement:</b></p> <ul style="list-style-type: none"> <li>• RAG rate school on the Review Group spreadsheet</li> <li>• Upload Moderation Tutor Visit Guidance &amp; Log' to Teams</li> </ul>



# The Role of the Professional Mentor

Where the *Class Teacher is also the Professional Mentor*, you are asked to **identify another member of staff to whom the trainee can go to discuss progress and needs.**

## Mentor Toolkit

All key documents to support Mentors in working with trainees can be found in the **Mentor Toolkit**:

<https://warwick.ac.uk/fac/soc/cte/pintra/mentorresources/support/primary>

The Professional Mentor is responsible for the management of the trainee's placement, including coaching and formative support and training and collaborative review/assessment of the trainee's practice.

## Supporting all trainees: Core Content Framework training entitlement

The Core Content Framework establishes trainees' entitlement to the following:

- Observing expert colleagues ... and deconstructing this approach
- Following expert input - by taking opportunities to practise, receive feedback and improve at...
- Discussing and analysing with expert colleagues
- Receiving clear consistent and effective mentoring

Evidence-based teaching is an expectation for all aspects of initial teacher training. Trainees can access additional reading on any of the areas of the Core Content Framework areas via a Talis Aspire List via the link below: <https://rl.talis.com/3/warwick/lists/9328D766-83D9-95C9-10E5-2452A4995D92.html>

**Mentors** can access an externally available list via the Mentors Portal

### As a minimum, all trainees should have

- one formal lesson observation per week, and
- one Mentor meeting per week with a coaching conversation

## Observing expert colleagues and the 'ELF' form

Trainees will also benefit from observing expert colleagues. This is usually most beneficial where the observation is focused upon a particular aspect of the trainee's practice which may have been identified by: the trainee's self-review; an observation of the trainee's teaching; or as a development need during the weekly trainee-mentor meeting. The **Experiential Learning Framework (ELF)** introduced in 20-21 offers a supportive framework to structure this focused observation and deconstruction/discussion/analysis with an expert colleague, following by the trainee then taking opportunities to 'practise, receive feedback and improve at...' the identified aspect of practice. **Class Teachers** are well-placed to undertake this informal observation to support the development of their trainee. The ELF Form is available via the Partners' Intranet – see 'Essential On-course Documentation' and at the end of this section. This observation of expert colleagues with the accompanying deconstruction/discussion and opportunities to practice is part of the training entitlement established in the Core Content Framework.

## Weekly Lesson Observation and the ICON Form

All trainees should have a formal lesson observation once per week, which includes:

1. an observation of their teaching which is recorded on the **Instructional Coaching Operation Notes form (ICON)** available via the Partners' Intranet – see 'Essential On-course Documentation' and at the end of this section;
2. formative discussion using the Instructional Coaching Model and co-constructed developmental target-setting. Additional supporting resources for coaching are available via the Partners' Intranet – see 'Warwick Mentor Resources' and later in this section.

Observations are usually undertaken by the Professional Mentor, however, observations may be undertaken by colleagues where this is felt to be more appropriate e.g. subject leads might observe teaching of specific subjects/areas e.g. phonics. ***Where observations are delegated to colleagues, it is the responsibility of the Professional Mentor to ensure that the colleague is appropriately trained and understands the expectations associated with formal lesson observations*** as above.

**Where possible**, at an appropriate point in their placement, **trainees should be observed teaching phonics** using the Phonics Observation Form.

Where the school/setting is hosting more than one trainee, some aspects of the Trainee - Mentor Meetings might be conducted with all trainees together, where there is a shared issue to discuss. However, it is important to offer a separate, short meeting where trainees indicate that they wish to discuss something in private. **Coaching discussions following lesson observations should always be conducted individually.**

## **Professional Practice Units (PPUs)**

**Professional Practice Units** or PPU's are undertaken in school, with the support of Professional Mentors and Class Teachers. They integrate the trainee's University-based curriculum with school-based training and development. They **map the trainee's Core Content Framework (CCF) training entitlement** across the year and thus it is **essential that trainees complete all PPU's.**

The PPU's include both guidance for the trainee and coaching questions to support Mentors.

Whilst all PPU's must be completed, trainees select 5 PPU's (2 in the Autumn Term, 2 in the Spring Term and 1 in the Summer Term) to undertake further reading. The school-based learning opportunities in the PPU and further reading form the basis of a 500-word Reflective Writing Assessment are submitted to Tabula. Any PPU's not selected as a Reflective Writing Assessment will be assessed dialogically via the Summer Placement viva. The reflective writing and viva contribute to the assessment of the Professional Practice Module.

## **Weekly Trainee-Mentor Meeting**

***Trainees are encouraged to lead their own professional development by preparing for this meeting e.g. by identifying areas in which they would like coaching. Meetings usually include the following:***

**Section 1 Review of support:** to check that the trainee has shared PPA time with their class teacher and received supported guided planning appropriate to the trainee's stage of development; and the trainee has had a lesson observation/coaching discussion

**Section 2: Trainee's weekly reflection on their progress and against the Warwick Teacher Values.**

In this section trainees might also identify questions or areas of practice they wish to discuss in the meeting.

**Section 3: Focused Coaching Discussion**

In this section, the trainee and mentor engage in a focused coaching discussion in relation to sections 1 and 2 above, Professional Practice Units and any points the mentor wishes to raise.

**Additional targets, arising from the coaching discussion, may be agreed**

## **Warwick Tutor Moderation visits**

Each school will have a moderation tutor who will contact the Professional Mentor early in the placement. The Moderation Tutor is a link between the University and the school, offering support to the Mentor and trainee and undertaking quality assurance of the placement.

**Moderation Tutors will usually visit each school during the placement.** They are likely to meet with the Professional Mentor and meet with the trainee. With the professional Mentor, they might undertake a joint observation of the trainee's teaching and are likely to sit in on the coaching discussion.

Professional Mentors are asked to keep in good contact with the Moderation Tutor throughout the placement and contact them promptly with any concerns or queries.

# Coaching Guidance

## Instructional Coaching Model

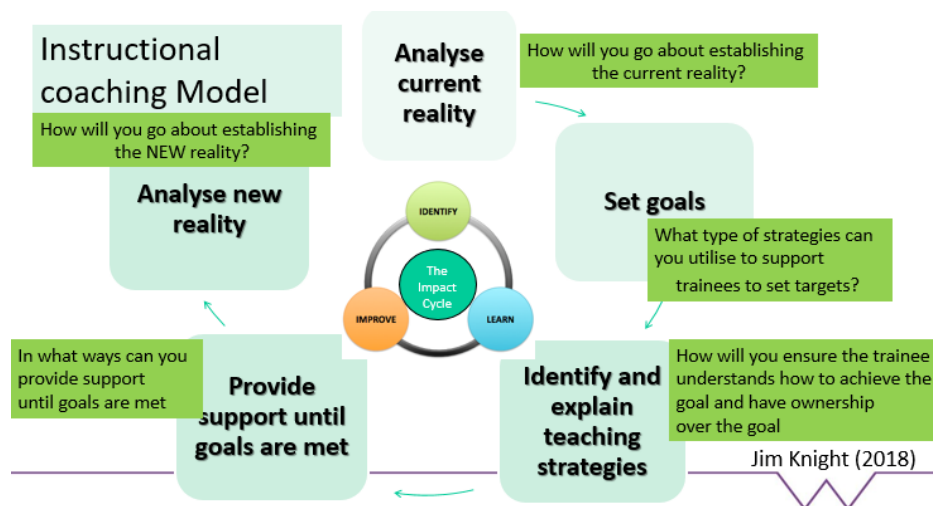
CTE advocates the use of an instructional coaching model (adapted from Knight, 2018) which aligns with our core values and facilitates high quality professional dialogue between the trainee and mentor which positively impacts on trainee progress and autonomy.

Through recent mentor development sessions, mentors have explored key themes such as adult learning, empathetic listening and effective open-ended questions to consider how mentors can empower the trainee to take greater ownership of their own development. When mentors use the model to support critical reflection, trainees become skilled in effectively understanding the reality of their classroom and identifying for themselves relevant targets which will enable them to continue to make progress with their practice both in their PGCE year and beyond. Effective coaching from mentors results in: **A**ction; **C**hoice and **V**oice for the trainee.

Trainees will receive training on coaching during the PGCE year to develop their understanding of this important aspect of teacher professional development.

Further details about 22/23 training and resources to support the implementation of the instructional coaching model can be found on our Partners' Intranet:

<https://warwick.ac.uk/fac/soc/cte/students-partners/pintra/>



**All** mentors will be required to engage with further training this academic year. Mentors who are new to Warwick should also complete the online training. Class teachers are also encouraged to attend training if they are new to the role. Details of this year's training programme will be communicated to schools once we have received the contact details of 2022/23 mentors from lead schools/alliances.

The ICON and ELF lesson observation forms will support mentors in undertaking their role as 'expert colleague' and 'coach' and make explicit links with the Core Content Framework to ensure trainees are receiving their minimum training entitlements. Further guidance about how to use these forms will be provided via moderation tutors and through mentor training in the Autumn Term.

- i) In addition to the materials on the Partners' Intranet, the guidance sheet provides further support for mentors in applying the coaching model when observing and meeting with trainees.
- ii) Instructional Coaching Observation Notes (ICON) – replaces our previous weekly observation form and guides mentors and trainees to follow the instructional coaching model to develop a shared understanding of the reality of the trainee's classroom and supports the development of co-constructed targets to promote progress.
- iii) Experiential learning form (ELF) – follows the instructional coaching model and provides an additional layer of support for trainees to make progress in a particular focus area, embedding opportunities for trainees to observe their chosen focus being demonstrated by expert colleagues and applying their learning to their own practice.

## Coaching Contract

This Coaching Contract between the Professional Mentor (Coach) and the trainee will define your working interactions and expectations for the “Instructional Coaching” process in order to contribute to a positive, collaborative relationship. Professional Mentors possess the ability to inspire trainees, affect change, support trainee growth and move thinking forward. As an instructional coach, the Professional Mentor will listen, question, support, guide and work with the trainee to set goals, put actions into place and reflect on practice to develop and enrich professional growth.



**The Professional Mentor (Coach) will:**  
Provide a space and time for the coaching conversations to take place (comfortable, no distractions, regular, weekly)  
Be an active listener-listen to the trainee process their own thinking and learning. (Listen, paraphrase, check)  
Stay focused on the trainee -Focus on the strengths, emerging skills and individual target.  
Ask open questions- Probe the trainee to think deeply, critically and reflectively without being judgmental of responses. (Use question stems to support- Instructional Coaching Support for Professional Mentors)  
Collaborate with the trainee to help deepen that thinking. Use expertise and experience.  
Offer guidance and support to address the identified target. Use the professional network in the setting.  
Observe the trainee over a range of lessons and daily routines.  
Collect data to share and inform future coaching conversations. Use the ELF/ ICON.



**The trainee will:**  
Be prepared for the weekly coaching conversation. Attend on time.  
Provide the Professional Mentor (Coach) with documents pertinent to the coaching conversation (Core Content Framework, Discussion documents, Collaborative Review Document, ELF, ICON, Teaching File, Training Plan).  
Lead the discussion-Identify emerging skills, prioritise targets.  
Be open to suggestions to positively and successfully implement changes in practice.  
Ask questions- Request support.  
Be observed over a range of lessons and daily routines.  
Continuously reflect on practice.  
Share thoughts, perspective and reflections to inform future coaching conversations.



**Both the Professional Mentor and trainee will:**  
Be open and respectful.  
Communicate fluidly.  
Maintain confidentiality.

## Instructional Coaching Support: guidance for first mentor-trainee meeting

The first meeting	Guidance for Trainees/Mentors
<p><b>Where are we now?</b></p> <p>Trainee should have reflected on their current practice/ experience</p>	<p><b>Suggested questions for mentor to ask trainee:</b></p> <p>What is your previous experience? How would you assess your level of confidence currently? Can you share your hopes and ambitions? What are your aspirations? Do you have any worries?</p>
<p><b>Discuss the longer term goals</b></p> <p><b>By asking questions you will be:</b></p> <p>Empowering and enabling. Challenging and encouraging ownership.</p>	<p><b>Suggested questions to ask trainee:</b></p> <p>What do you hope to achieve by the end of the placement? What would be your long-term goal? What is it you would like to achieve personally? Professionally? What skills would you like to develop? What knowledge do you want to develop? Is there anything that you are finding challenging currently? What support do you think you might need?</p> <p><b>Mentor and trainee to look at the overview of targets set by the trainee in preparation for the practice.</b></p> <p>So this is your thinking for the practice. What is your current priority? What do you think will be the first target that you would like to address? Why have you chosen that? What would you like to achieve by this time next week?</p> <p><b>Look at the Core Content Framework and Collaborative Review Document together.</b></p> <p>These will be used in each meeting to support the trainee develop in the 5 core areas and support them in achieving the 8 Teacher standards and the Preamble/Part 2 by the end of the PGCE year.</p> <p><b>Mentor and trainee also need to discuss the range of data that will be collected to analyse the impact of the targets.</b></p> <p>We will be looking at:</p> <p>What is actually happening in the classroom? What are the children doing? How many children are responding to questions? How many children are asking questions? How many children are on task? When do children ask for help? Who do they ask? Does the quality and quantity of work in the books match the time spent? What is the quality of the children's talk?</p>
<p><b>Setting the first target.</b></p> <p><b>Identify and explain teaching strategies – co-construct targets/goals</b></p> <p><b>Targets should be:</b></p> <p><u>P</u>owerful <u>E</u>asy <u>E</u>motionally Compelling <u>R</u>eachable <u>S</u>tudent-focused</p>	<p><b>Suggested questions to ask trainee:</b></p> <p>So here is where you want to be...</p> <p>What options/strategies are there to help you achieve your target? What have you learnt at university/through research that could have a positive impact? (mentor offers options/ideas for trainee to select from so they are invested in the target/goal) What will your steps to success/checklist look like to help you achieve your target/goal? What will be the first step? What will come next?</p> <p><b>Refer to Core Content Framework and Mentor Toolkit resources for additional support.</b></p>

<p><b>Provide support until goals are met (mentorship)</b></p> <p><b>By guiding and supporting, you will be:</b> Motivating and inspiring.</p>	<p><b>Suggested actions for mentor and other expert colleagues to enable target/goal to be met:</b>          Trainee observation of strategies          Mentor/class teacher/subject mentor modelling expert practice          Observation of subject specialists          Team teaching          Role play          Professional dialogue with colleagues          Live feedback (feedback within lesson)          Video analysis (record trainee’s practice and review collaboratively)          Additional planning/assessment support and guidance</p> <p><b>Refer to Core Content Framework for additional support.</b></p>
<p><b>The Coaching Contract.</b></p> <p><b>The expectations, roles and responsibilities for the partnership between the Professional Mentor and trainee.</b></p> <p>An equal partnership whereby both the Professional Mentor and trainee are valued.</p>	<p><b>Actions for the Professional Mentor and the trainee to enable the practice to be a positive, collaborative and successful experience.</b></p> <p>Establish the responsibilities and commitment of both the Professional Mentor and the trainee.          Establish a commitment for regular and protected time for meetings with the Professional Mentor /trainee. Where/when will this be?          Ensure lines of communication are established. What is the plan for re-scheduling if there is a need? (missed meeting, Professional Mentor not available)</p> <p><b>Share what the future mentor meetings/coaching conversations will look like.</b></p>
<p><b>For subsequent meetings follow the Instructional Coaching Support for Professional Mentors for guidance with the stages and questions.</b></p>	

# Instructional Coaching Support: guidance for subsequent coaching conversations

*Trainees to record key discussion points in weekly training plan log – targets identified to feed into future lesson observations to allow for focused feedback. The ELF form will guide mentors and trainees through the coaching process.*

Stages of Instructional Coaching Model	Guidance for Trainees/Mentors
<p><b>Analyse New/Current Reality</b></p> <p>Trainee should have reflected on their developing practice through analysis of lesson data and reference to the Core Content Framework prior to dialogue with mentor</p>	<p><b>Suggested questions for mentor to ask trainee:</b> where are you now with your progress/current practice?            In a few words sum up what it's like for you in your classroom this week compared to last?            What are you now doing as a consequence of your targets/action steps?            What are you now doing that you weren't doing before that is having a more positive impact on pupil learning?            What are the pupils doing differently?            What else? How do you know?            On the basis of what you have taught/taught this week, on a scale of 1-10 how would you judge your lesson(s)? What pleased you? What could have been more effective? Why? Tell me more...            What strategies have you successfully implemented? What data evidences this? <b>(At this point, mentors should share data that they have gathered in relation to the trainee's target e.g. number of pupils who answered questions to ensure a shared understanding and any additional evidence/data in relation to their wider practice that needs to be addressed)</b></p>
<p><b>Set goals/targets</b></p> <p><b>Targets should be:</b>  <u>P</u>owerful  <u>E</u>asy  <u>E</u>motionally Compelling  <u>R</u>eachable  <u>S</u>tudent-focused</p>	<p><b>Suggested questions to ask trainee:</b>            Based on our coaching conversation, what would you change to move your practice forward? What would your pupils be doing differently? What would this look like? What would <u>you</u> be doing differently in your classroom? What can realistically be achieved by next week? What needs prioritising?</p> <p><b>Mentor and trainee to co-construct target</b></p> <p><b>At this stage, mentor and trainee also need to decide what data will need to be collected to analyse impact of target.</b></p>
<p><b>Identify and explain teaching strategies – co-construct targets/goals</b></p>	<p><b>Suggested questions to ask trainee:</b>            So here is where you want to be...            What options/strategies are there to help you achieve your target?            What have you learnt at university/through research that could have a positive impact? (mentor offers options/ideas for trainee to select from so they are invested in the target/goal)            What will your steps to success/checklist look like to help you achieve your target/goal?            What will be the first step? What will come next?</p> <p><b>Refer to Core Content Framework for additional support.</b></p>
<p><b>Provide support until goals are met (mentorship)</b></p>	<p><b>Suggested actions for mentor and other expert colleagues to enable target/goal to be met:</b>            Trainee observation of strategies            Mentor/class teacher/subject mentor modelling expert practice            Observation of subject specialists            Team teaching            Role play            Professional dialogue with colleagues            Live feedback (feedback within lesson)            Video analysis (record trainee's practice and review collaboratively)            Additional planning/assessment support and guidance</p> <p><b>Refer to Core Content Framework for additional support.</b></p>
<p><b>Cycle to be repeated as new target set or target is adjusted to meet the needs of the trainee</b></p>	

# Warwick Primary Partnership for Teacher Education Instructional Coaching Observation Notes (ICON) Form

<b>Trainee:</b>	<b>Area of Learning/Subject:</b>	
<b>Observer:</b>	<b>Year Group:</b>	<b>No. Present</b>
<b>Date:</b>	<b>School:</b>	

	Steps of the Instructional Coaching Model (Jim Knight, 2018)	Sequence of action steps <i>with guidance notes</i>	Notes
<b>IDENTIFY</b>	Identifying the reality of trainee's practice - data	<p><b>Trainee's Target for Observation</b></p> <p><i>Trainee identifies a target which they would like the observer to help them consider (CCF/Warwick Collaborative Review Doc can help identify targets/specific actions to achieve target/areas of focus for observation) Target may also be established from trainee's previous observation/informal feedback/dialogue with expert colleague etc.</i></p>	
		<p><b>Observer collects evidence</b></p> <p>What does the observer witness during the lesson in relation to the <b>trainee's target</b>?</p> <p>What does the observer witness in relation to the <b>curriculum area</b> being taught? <i>e.g. Subject specific teaching strategies, focus of the learning objective, skills taught, resources, the learning environment, vocabulary, language and questioning, subject/age specific pedagogies, pitch etc.</i></p> <p>Additionally, what does the observer witness during the lesson in relation to the <b>trainee's wider practice</b>?</p> <p>Aim to include <b>evidence</b> to support observations; <i>evidence may include: pupils' time on task; levels of engagement; type/kind of questions asked; teacher v pupil talk; no. of different pupils responding; no. of disruptions etc.</i></p>	



<b>LEARN</b>	Analysis of reality of trainee's practice - coaching questions	<p><b>Observer's questions - related to the <u>identified target</u></b></p> <p>Pose specific questions to frame the post-observation discussion. Based on the evidence above, what would you like the trainee to consider about their practice, in relation to the target?</p>	What have you learned in University, in relation to this target area?
		<p><b>Observer's questions – related to <u>wider aspects of practice</u></b></p> <p>Pose specific questions to frame the post-observation discussion. Are there other aspects of the trainee's practice which the trainee could consider? Questions which prompt consideration of <b>subject –specific pedagogies and strategies</b> should feature here too.</p>	
		<p><b>Summary of coaching discussion</b></p> <p>What does this conversation prompt the mentor and trainee to consider further? How well does the trainee's understanding of reality match with that of the observer? (Reference to the CCF may help to deepen discussion/offer sources of research to follow-up)</p>	

<b>IMPROVE</b>	Set goals and identify and explain teaching strategies	<p><b>Co-constructed targets</b></p> <p>Agree together, what is the trainee going to target/focus on and build into their practice? Consider what the indicators of positive change/achievement of targets look might look like i.e. what will new evidence look like? (CCF/Warwick Collaborative Review Doc can support in identifying areas of focus for targets)</p>	<p><b>Actions (specific smaller steps to achieve targets)</b></p> <p>What actions will the trainee take to achieve each target? Identify these together e.g. specific teaching strategies (CCF/Warwick Collaborative Review Doc can support in identifying specific actions to achieve targets)</p>
	Provide support until goals are met	<p><b>Mentorship</b></p> <p><b>What support will be put in place to help the trainee meet these targets?</b> Identify the actions of the mentor, class teacher or other expert colleague to support outcomes for the trainee e.g. further discussion/dialogue, arranging focussed observations of expert colleagues (using the ELF), videoing the trainee. (CCF/Warwick Collaborative Review Doc can support in identifying specific actions to support targets)</p>	
<p><b>Reflect</b> - Analyse the 'new reality' During the weekly trainee-mentor discussions consider: Is the sequence of action steps (above) having a positive impact on practice? What are the indicators of positive change? What further support may be helpful?</p>			

## Experiential Learning Form (ELF)



### A: Trainee's Observation of expert colleague

*Part A. focuses upon the trainee's identification of a target and observation of an expert colleague modelling practice in relation to the trainee's target, with follow-up discussion.*

Step	Guidance	Notes
<b>Trainee's Target</b>	<p><b>Trainee identifies a target</b> e.g. from Trainee's longer-term targets in the Training Plan or a previous observation, this can be decided in consultation between the trainee and expert colleague.</p> <p><i>What would you like your expert colleague to help you develop?</i> <i>Identify your target.</i> <i>Select or modify a 'Learn how' statement(s) from the CCF.</i></p>	<i>Trainee's target &amp; links with CCF</i>
<b>Observing an expert colleague</b> e.g. class teacher/ subject lead/ mentor/ external specialist/ subject specialist/ phase lead.	<p><b>Discuss your target and focus for observation</b> with your expert colleague in advance of the lesson.</p> <p><i>Agree some key points to look out for.</i> <i>Use the CCF to help identify specific points to look out for in relation to your target.</i></p>	<p><i>Trainee records key focal points for observation of expert colleague</i></p> <hr/> <p><i>Trainee's notes and trainee's questions identified during observation</i></p>
<b>Discuss your observations</b>	<p><b>Talk to your expert colleague about what you observed.</b></p> <p><i>Make notes of your discussion e.g. How does this relate to your target?</i> <i>What questions do you have about your observations?</i> <i>What might you want your expert colleague to look out for/observe in your own practice?</i></p> <p><i>Identify specific actions in relation to your target.</i></p>	<i>Trainee's notes of discussion with expert colleague</i>

<b>Identify how you will gain feedback on what you have learned from the observation above, in order to gain feedback and further improve:</b>	✓
There will be a focused observation; an expert colleague (e.g. class teacher) will observe my practice using Side B of the ELF Form	
My learning will be observed by expert colleague/Mentor as part of a weekly observation using the ICON Form	
My learning will be discussed with expert colleague/Mentor e.g. in the weekly Mentor Meeting	

## B: Observation of trainee's practice by expert colleague

*Part B. focuses upon **observation of the trainee's practice**, with reference to their **identified target**, with subsequent **reflection, feedback/coaching and target-setting**.*

<p><b>Taking opportunities to practise, receive feedback/coaching and improve</b></p>	<p><b>Your expert colleague observes your practice</b>  <b>Observer collects</b> evidence in relation to the trainee's target</p> <p><b>Observer's questions.</b>  <i>During the teaching episode the observer identifies question prompts to stimulate discussion.</i>  <i>Use the CCF to help identify specific points</i></p>	<p><i>Observer's notes and questions.</i></p>
<p><b>Discussion: trainee and expert colleague</b></p>	<p><b>The trainee shares their reflection:</b></p> <ul style="list-style-type: none"> <li>- on the ways in which they have been able to meet their target</li> <li>- any challenges.</li> <li>- further questions arising.</li> </ul>	<p><i>Observer to note these reflections and questions.</i></p>
	<p><b>Observer's feedback/coaching</b> using question prompts above</p> <p><b>Questions arising.</b>  <i>What does this conversation prompt the expert colleague and trainee to consider further?</i>  <i>(Look at the CCF to help here)</i></p>	<p><i>Trainee's note down key points of discussion</i></p>
<p><b>Future target</b></p>	<p><b>Trainee and expert colleague create a new target</b></p>	<p><i>Trainee's notes</i></p>

## 4. ASSESSMENT OF THE PLACEMENT and the COLLABORATIVE REVIEW DOCUMENT

### Maximising the progress of trainees

Processes are in place which aim to ensure that all trainees maximise their progress over each placement and over the course of their PGCE. These include ensuring that:

- there are clear expectations for all parties;
- regular Trainee-Mentor Meetings are held
- targets are co-constructed and monitored;
- progress against the termly expectations, in the Collaborative Review Document are used formatively to promote progress
- appropriate and regular coaching is undertaken.

### Expectations of progress and the Collaborative Review Document

The **Collaborative Review Document (CRD)** sets the shared expectations for trainees' progress across the PGCE and records trainees' progress at key '**Assessment Points**' on the PGCE. Both trainees and Mentors collaborate to complete each Assessment Point. It is the trainee's responsibility to share access to *their personal CRD* with the Mentor.

### Formative Assessment and Coaching

**Regular formative coaching discussions** with Mentors and **trainee self-assessment** will benefit from reflection upon key documents including:

- the **Collaborative Review Document (CRD)** which enable coaching in relation to termly expectations of progress
- The **Core Content Framework**
- The termly **Placement Guide** (particularly the **week-by week section** – see below)

### The Core Content Framework

Formative coaching conversations may also draw upon the Core Content Framework (CCF) which establishes the trainees' minimum curriculum training entitlement. It is structured around 'Learn that...' statements (core knowledge/what trainees should learn and understand) and 'Learn how...' statements (how trainees should learn this knowledge, through a combination of: **Observing expert colleagues ... and deconstructing this approach; following expert input - by taking opportunities to practise, receive feedback and improve at...; Discussing and analysing with expert colleagues; and receiving clear consistent and effective mentoring.**

observation of expert colleagues, deconstruction

### Placement Guide: Week-by-Week Section

Formative coaching conversations will also benefit from reviewing the **Week-by-Week** section of this Guide which aims to integrate the trainees' University-based curriculum with their placement practice, offering a suggested sequence for implementation [this section relates to the Curriculum Maps included in Section 3, but offers greater detail]. Of course, trainees will move through the week-by-week section at different paces and observation of trainees, self-assessment and coaching will identify which aspects are especially pertinent for an individual trainee at a particular time. One size does not

fit all! Trainees are encouraged to review the wee-by-week tables and self-assess to identify which aspects in particular they feel they would benefit from developing.

## **Summative Assessment**

Summative assessment, to capture a snapshot of a trainee's progress will take place at Key Assessment Points, usually the mid and end point, of each placement. This will be recorded on the CRD. Both trainees and Mentors will add qualitative comments, Mentors should record co-constructed targets and Mentors should use the drop-down boxes to summarise a trainee's progress in each aspect. Term by term, the CRD will summarise the trainee's progress across the PGCE.

To ensure data integrity, Mentors will be asked to complete a short online form, capturing single statement summative judgements, at end-of-term Assessment Points.

## 5. PGCE PRIMARY INTERVENTION FOR DEVELOPMENT AND PROGRESS.

Teaching is a demanding and very high profile profession. All members of the profession are required to meet certain minimum levels of practice by the end of training: this includes knowledge, skills and professionalism as outlined by the DfE (Teacher Standards 2020).

This framework identifies the steps that we put in place to support all trainees on their journey to meeting the Teacher Standards; and also what we have in place to support you for professional development and progress. They cover all dimensions of professional knowledge, skills, practice and professional conduct. They apply to all the activities that you may be involved in whether this is in the University, school or indeed any other setting in which you could be reasonably seen to be involved in your academic and professional activities.

Whilst training to become a teacher at the University and on school-based placements, trainees are required to be professional at all times. Trainees, University tutors and school-based staff have asked that these requirements be made explicit. The expectations for progress are clearly set out in the Collaborative review Document (CRD).

Most trainees will experience successes and some challenges in the year. That is normal and school-based Professional Mentors and University tutors will support trainees. School Professional Mentors and the University tutors will register a cause for concern, if despite the usual support, a trainee is deemed to need further support.

### CAUSES FOR CONCERN

The University of Warwick commits to supporting schools if they identify a trainee who is, or who is likely to become, a cause for concern. Together they will identify and help address issues which are preventing the Trainee from making expected progress against the termly expectations in the CRD and which might potentially prevent the Trainee from achieving QTS by the end of their training year.

In order for trainees to make 'appropriate' progress and be recommended for QTS at the end of the programme, the following processes and systems must be in place in a trainee's host school: all parties, to include Professional Mentor, Class Teacher, University Moderation Tutor and trainee, must fulfil their roles and responsibilities and meet the agreed expectations of them; designated school staff must attend the University provided training and also follow the guidance within this Handbook:

- trainees must attend all of the university taught programme and alliance-led training days (School Direct)
- regular, weekly meetings with Professional Mentors to assess, review and set targets to support trainees' progress, with trainee making and keeping relevant notes in the Training Plan to document each meeting
- any targets identified for the trainee are discussed and negotiated on an individual personalised basis, agreed by all relevant parties, and monitored within an appropriate and agreed time scale
- trainees should be given regular, timely and appropriate feedback and support to ensure development of professional knowledge, skills and understanding. This is to ensure that the children trainees teach make at least good progress and attainment in all subjects across the primary curriculum.

It is essential that the above processes and systems are in place and are followed in order to provide support in an appropriate and timely manner. It is the responsibility of the Professional Mentor to monitor the effectiveness of these processes and systems.

University Personal Tutors will provide pastoral support to as and when needed. Trainees also have access to the University's support services, for example counselling, stress management and academic writing.

If there are concerns about a trainee's progress, Professional Mentors should liaise with the Moderation Tutor and put in place an Intervention Plan detailing relevant targets and the support needed.

Other school procedures to support trainees include:

- Professional Mentor, Class Teacher and University Moderation Tutor explicitly directing trainees to follow the support and guidance being given
- Swift interventions being made by the placement schools, and where appropriate the University, to include effective action planning to prevent difficulties from being exacerbated
- Personalised support, set within a specific timescale, with explicit review points and relevant to continuing professional development needs to support trainees to achieve their targets and address difficulties in appropriate timely steps
- Rigorous and robust record keeping, to either illustrate progress or support decisions if trainees are a cause for concern, not meeting expectations of progress (as set out in the Collaborative Review Document) or at risk of not meeting the Teachers' Standards at the end of the Programme.

Where progress does not meet expectations, a 'cause for concern' will be registered. The appropriate actions and consequences will follow according to the following table. 'Causes for concern' will identify support for the trainee to meet targets so that the appropriate expectations are met.

At each level:

- Record the cause for concern and inform the Moderation Tutor and Programme Leader;
- Mentor and trainee, supported by Moderation Tutor construct an intervention Plan, detailing short terms targets meet to discuss a short-term targets to enable the trainee to focus on specific key aspects of practice to make rapid progress
- Specific support and Interventions to enable progress and professional development should be outlined in the 'Intervention Plan';
- Record outcome against target;

If the outcome is not positive then the concern is registered at the next level.

<b>CAUSE FOR CONCERN LEVEL</b>	<b>CONTACT WHO WILL REGISTER CAUSE FOR CONCERN</b>	<b>INTERVENTION: PROCESS/SUPPORT</b>
LEVEL 1	Mentor, Moderation Tutor, Personal Tutor,	Mentor or Moderation Tutor Intervention Plan created by Mentor & Moderation Tutor and shared with trainee Copy to Module Leader, Programme Leader and Phase lead Monitoring via student tracker
LEVEL 2	Programme Leader, Phase Leader	Programme Leader and Phase Lead Concern should be explained in writing – failure to progress in respect of targets could result in serious repercussions including failure of modules on grounds of professionalism or ultimately being asked to leave the course. Inform Director CTE

## **INTERVENTION PLANS**

It is critical that continuing areas of weakness of any Trainee's practice are clearly identified and an intervention plan implemented. This intervention plan will be developed by the School Mentor, their Class Teacher [as appropriate], their University Moderation Tutor and the Trainee themselves. Intervention Plans will be set up for trainees who are struggling to meet the minimum expectations at any point on the course.

Where there are concerns about Salaried Trainees, schools should follow their approved systems and procedures for supporting staff causing concern.

Minimum expectations of progress on placements are as follows:

AUTUMN TERM		SPRING TERM		SUMMER TERM	
Assessment Point 1	Assessment Point 2	Assessment Point 3	Assessment Point 4	Assessment Point 5	Assessment Point 6
<i>As a best fit:</i>	<i>As a best fit:</i>	<i>As a best fit:</i>	As a best fit:	As a best fit:	<b>'Meeting'</b> or <b>'Exceeding'</b> expectations in all strands of the 5 'Summative Assessment' tabs of the CRD (Professional Behaviours, Behaviour Management, Pedagogy, Curriculum, Assessment)
<b>'Working towards'</b> in the CRD <b>Term 1</b> Collaborative Review	<b>'Appropriate progress'</b> in the CRD <b>Term 1</b> Collaborative Review	<b>'Working towards'</b> in the CRD <b>Term 2</b> Collaborative Review	<b>'Appropriate progress'</b> in the CRD <b>Term 2</b> Collaborative Review	expectations in the 5 'Summative Assessment' tabs of the CRD (Professional Behaviours, Behaviour Management, Pedagogy, Curriculum, Assessment)	expectations in all strands of the 5 'Summative Assessment' tabs of the CRD (Professional Behaviours, Behaviour Management, Pedagogy, Curriculum, Assessment)
'Appropriate progress' in Professional Behaviours Strand 1 and strand 2: <b>Term 1</b> Collaborative Review of the CRD		'Appropriate progress' in Professional Behaviours Strand 1 and Strand 2: <b>Term 2</b> Collaborative Review of the CRD		'Meeting or 'Exceeding' all aspects of the <b>Preamble</b> and <b>Part Two</b> of the <b>Teachers' Standards</b>	

**Intervention Plans should detail:**

- the targets which the trainee needs to work towards achieving,
- the support that the trainee will be given to enable them to achieve these targets
- the dates when the targets, and the trainees' progress, are to be reviewed.

A copy of the PGCE Trainee Intervention Plan is available on the partners' Intranet > Essential On-course Documentation

**SUGGESTED SUPPORT STRATEGIES**

This is not an exhaustive list, but includes some of the approaches which trainees have found to be helpful in the past. Whilst every trainee will be treated as an individual, the following interventions to support professional development and progress may be used to accelerate progress under the guidance of expert colleagues:

- Focused observation and discussion/analysis of practice
- Team planning for lessons and sequences of learning, making key elements explicit
- Team teaching – paired teaching in the same lesson
- Live coaching (often works well as part of team teaching) where the coach advises the trainee in real-time within the lesson for immediate action.
- Lesson Modelling (where timetables allow) an experienced colleague teaches the lesson in a parallel class whilst the trainee observes, the trainee subsequently teaches the identical lesson to their own class.
- Focused assessment with a more experienced colleague to understand how to use assessment information to inform practice.
- Videoing the trainee's practice for focused analysis in relation to a specific target
- Accessing supporting resources e.g. Teaching walk-thus, subject knowledge resources



## **FAILURE OF THE PROFESSIONAL PRACTICE MODULE**

Where a student has failed the Professional Practice module, the student may be offered an opportunity for re-examination on one occasion within one year of failure providing the examination board is of the opinion, on the basis of the evidence available to it at the time of the initial assessment, that such re-examination is (on the balance of probabilities) likely to be successful.

In the event that a student is offered the opportunity for re-assessment the student shall be required to complete a further continuous period of professional practice equal to the length of the original period of professional practice before presenting themselves for re-examination.

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt/alternatives/pgce>

If the department has significant concerns about a trainee's ability to complete the course, the course lead may require the trainee to take temporary or permanent withdrawal from the course.

<https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress>