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**Secondary Training Handbook**

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| **Trainee Name:** |  |
| **School:** |  |
| **Professional Tutor:** |  |
| **Mentor:** |  |

**Key Information**

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| **Mike Shorten:**  CEO, Bishop Hogarth Catholic Education Trust |
| **Monita Atkinson:** Vice Principal (Standards), Carmel College |
| **Monica Shepherd:** Director of ITT (Initial Teacher Training) and Secondary Lead  (01325 523 **460** mshepherd@carmel.bhcet.org.uk |
| **Iain Knox:** Primary Lead  (01325 523 **460** iknox@carmel.bhcet.org.uk |
| **Lily Bonas:**  Administrator  (01325 523 **474**  lbonas@carmel.bhcet.org.uk |

**Core Training Requirements**

1. Professional Tutor (PT) to monitor and quality assure the trainee experiences and development throughout the training year.
2. PT to facilitate opportunities for the Mentors to meet, support and observe their trainees on a weekly basis, as outlined in the School Agreement and Training Handbook.
3. Mentor to meet with their trainee **for a minimum one-hour training per week** to review progress and set weekly targets as outlined in the Training Handbook.
4. Training Handbook to be used by all schools.
5. **ITT Core Content Framework** to be embedded in all aspects of training (school-based and central) <https://www.gov.uk/government/publications/initial-teacher-training-itt-core-content-framework>
6. Clear links to be drawn between central and school-based training.
7. Assessment strategies to be included in all curriculum-based training.
8. On-going reflections and evaluations of training and classroom practice (recorded in Reflective Journals, in lesson evaluations and post training evaluations).
9. Academic study time to be protected.
10. PT to check that all documents are completed and signed off before the final PLT (Partnership Link Tutor) visit in May and final file submission.

**Suggested teaching commitment for this half term is 60-70% timetable allocation i.e., 10-14 planned and taught lessons inclusive of small groups and whole classes per week.**

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**The Role of the Mentor/PT**

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| **School-Based Training** | * Organise focused observations (joint when possible) * Review focused observations and deconstruct observed approaches. * Using Training Handbook, review central training sessions and discuss academic reading. Review impact of central training on trainee’s Teaching and Learning. * Rehearse, practise, and give feedback on related skills. |
| **Academic Study** | * Protect directed study time (2 hours / week) * Be aware of and familiar with trainee’s reading list noted in Training Handbook. |

**Training Programme**Summer Overview

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|  | **Focused Observation**   to be conducted by the trainee | **Central Training** Sessions | **Assigned**  **Reading**  Pre-Reading  Follow-up Reading | **Training Focus** suggestions for mentor training | **Monitoring** |
| **Week 32**  c/ 17/04 | Re-visit the primary curriculum in your subject. | Primary Visit (day in lieu) | Inspecting the Effectiveness of the EYS, KS1 and KS2 | Curriculum transition arrangements (Y7) Sept. 2023. | Weekly observation |
| **Week 33**  c/ 24/04 | Primary pastoral arrangements for 2023 transition. | Primary Visit (day in lieu) | Inspecting the Effectiveness of the KS3 and KS4. | Pastoral transition arrangements (Y7) Sept. 2023. | Joint QA observation  PGCE (Post Graduate Certificate in Education) Assignment 2 Submission |
| **Week 34**  c/ 01/05 | Observation of KS4/post-16 assessment and marking. | Post-16 education | Inspecting the Effectiveness of post-16. | Post-16 curriculum – re-visit and any on-going “gaps” in experience and practice. | Weekly observation School Grading Document  Weekly observation Review Subject Audits (Summer) |
| **Week 35**  c/ 08/05 | External examination plans/arrangements in your subject. | Final Assessment – final guidance. | The Teachers Standards. | Final File Submission | TPR (Trainee Progress Report) submission prep.  PLT5 Window |
| **Week 36**  c/ 15/05 | Observation of KS4/post-16 assessment and marking. | Re-visit assessment in your subject Incl. external examinations. | Inspecting the effectiveness of assessment. | Final File Submission | Final File submission prep.  PLT5 Window |
| **Week 37**  c/ 22/06 | Revisit questioning techniques and opportunities to enrich oracy. | Submission of Final File Thursday 25th May 2023 in clusters (Carmel College, St. Anthony’s, and St. John’s). Submission to PT in Lead School. |  | Final File submission Thursday 25th May (secondary) and Friday 26th May (primary). | TPR submission.  PLT5 submission.  PT monitoring of Final File. QA and submission. |
| c/ 29/06 | HALF -TERM | HALF -TERM | HALF -TERM | HALF -TERM | HALF -TERM |
| **Week 38**  c/ 05/06 | Revisit questioning techniques and opportunities for philosophical debate. |  |  | Ensuring that books/files, marking, and assessment is up to date and assessment data is transferred for each class. | File Moderation.  External Verifiers Window |
| **Week 39**  c/ 12/06 | Prepare for transition to ECF (Early Career Framework). | Philosophy for Children – an accredited Level 1 SAPERE course. | Early Career Framework  Induction for ECT’s | Ensuring that books/files, marking, and assessment is up to date and data is transferred for each class. | External Verifiers Window |

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| **Week 40**  c/ 19/06 | Prepare for departure from main placement school ensuring smooth transition for all stakeholders. | Career Entry Development Portfolio  Day |  | Class transition and preparation for end of course. | External Verifiers Window |

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| **Week 41**  c/ 26/06 | Notification of course completion Tuesday June 26th, 2023.  End of Year Review.  Last day in main placement school. |  |  |  | Examination Board  Presentation Evening  6.30pm John Caden Hall, Carmel College. |

**Training Programme**Teaching and Training Schedule

**Suggested teaching commitment for this half-term:**   
(To be progressively built into the timetable over the half-term)

  60-70% timetable allocation (approx. **10-14 60-min. planned and taught lessons / week** or equivalent).

**Timetable requirements:**

2 hours protected **Academic Study Time**

1 hour protected **Mentor Training**   
  KS3 and KS4 (KS5 experience when possible)

**PLT Visit Window:**

Friday **12th May** **–** Thursday **25th May** 2023 (exc. Thursdays).

**SAVE THE DATE (PLT’s/PT’s/Mentors and Trainees) – Presentation Evening Thursday 29th June 6.30pm John Caden Hall, Carmel College. Invitations will be issued by Lily Bonas late May. Please respond for catering and organisational purposes.**

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| **Week 32**  c/ 17/04/23 | Lesson **1** | Lesson **2** | Lesson **3** | Lesson **4** | Lesson **5** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** | **Central Training:** Primary Visit (day in lieu). | | | | |
| **Friday** |  |  |  |  |  |

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| **Organise a Joint QA Observation (Mentor – PT/CT)** This week or next. | | | | | |
| **Week 33**  c/ 24/04/23 | Lesson **1** | Lesson **2** | Lesson **3** | Lesson **4** | Lesson **5** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** | **Central Training:** Primary Visit (day in lieu). | | | | |
| **Friday** |  |  |  |  |  |

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| **Week 34**  c/ 01/05/22 | Lesson **1** | Lesson **2** | Lesson **3** | Lesson **4** | Lesson **5** |
| **Monday** | **BANK** | **HOLIDAY** | - | **BANK** | **HOLIDAY** |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** | **Central Training:** Post-16 education. | | | | |
| **Friday** |  |  |  |  |  |

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| **PLT Visit 5 Window from Friday 12/05/2023** | **Week 35**  c/ 08/05/23 | **Lesson 1** | **Lesson 2** | **Lesson 3** | **Lesson 4** | **Lesson 5** |
| **Monday** | **BANK** | **HOLIDAY** |  | **BANK** | **HOLIDAY** |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** | **Study Day File preparation.** |  |  |  |  |
| **Friday (PLT start date)** |  |  |  |  |  |

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| **PLT Visit 5 Window** | **Week 36**  c/ 15/05/22 | Lesson **1** | Lesson **2** | Lesson **3** | Lesson **4** | Lesson **5** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** | **Assessment (2)** | **Secondary trainees.** | **Cluster** | **9.30am-3pm** |  |
| **Friday** |  |  |  |  |  |

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| **PLT Visit 5**  **Window** | **Week 37**  c/ 22/05/22 | Lesson **1** | **2** | Lesson **3** |  | Lesson **4** | Lesson **5** |
| **Monday** |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |
| Friday | **Submission of final file.** | a.m. | All trainees (primary and secondary) |  | One venue in the north TBC and one in the south (Carmel College). | MS/  IK/  LB |

**HALF TERM**

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| **Week 38**  c/ 05/06/23 | Lesson **1** | Lesson **2** | Lesson **3** | Lesson **4** | Lesson **5** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** | **No central training – a “second subject observation” and knowledge gathering opportunity.** | | | | |
| **Friday** |  |  |  |  |  |

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| **Week 39**  c/ 12/06/23 | Lesson **1** | Lesson **2** | Lesson **3** | Lesson **4** | Lesson **5** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** | **Philosophy for Children. Level 1 Accredited SAPERE course.** | | | | |
| **Friday** |  |  |  |  |  |

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| **Week 40**  c/ 19/06/23 | Lesson **1** | Lesson **2** | Lesson **3** | Lesson **4** | Lesson **5** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** | **CEDP (Career Entry Development Portfolio) Day with ECF regional lead/s and a school ECF tutor.** | | | | |
| **Friday** |  |  |  |  |  |

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| **Week 41**  c/ 26/06/23 | Lesson **1** | Lesson **2** | Lesson **3** | Lesson **4** | Lesson **5** |
| **Monday** |  |  |  |  |  |
| **Tuesday**   * **Notification of result.** * **End of year review.**   **Last day in school.** |  |  |  |  |  |
| **Wednesday** | **Summer Holiday** |  |  |  |  |
| **Thursday** | **Presentation Evening 29th June 6.30pm Carmel College (John Caden Hall).**  All PLT’s, PT’s, Mentors and Trainees (plus 2 guests) are invited.  Please confirm your attendance, for catering and organisational purposes, when you receive your invitation from Lily Bonas late May 2023. | | | | |
| **Friday** | **Summer Holiday** |  |  |  |  |

**Key Dates - summary**

**PGCE Assignment 2 Submission**  
**Tuesday 02/05/2023**

**File Submission – all trainees all phases.**

Friday 26/05/23 in person to MS/IK/LB at two agreed venues “north” and “south”. Carmel College (South) and TBC (North).

**File Moderation – Carmel College**

Monday 05/06/23

**External Verifiers Window**

Tuesday 06/06/23 to Friday 23/06/23

**External Verifiers Feedback & Examination Board**

Monday 26/06/2023

**End of Course & Notification of Completion**

Tuesday 27/06/2023

**Presentation Evening**

Thursday 29/06/2023 (Carmel College 6.30pm)

**New Secondary Mentor & PT Meeting (on-line)**

All Clusters: Tuesday 05/07/2023 2.30 pm - 4.00 pm.

**Weekly Training Guidance**  
**Ongoing Weekly Tasks (for Mentor Training)**

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| **Weekly Tasks:** |  |
| **1. Teaching and Learning (Target Review and Setting)**  **Discuss and review trainee’s teaching experiences this week and review last session’s targets.**  Check Reflective Journal and sign off last session’s targets. Ensure congruence with Training Handbook. Add review comment and evidence in Training Handbook. Discuss and agree new targets for the week ahead based on: • teaching and learning for that week (lesson observations), • a discussion regarding student progress as directed in the Training Handbook,  Discuss strategies to achieve these and define clear actions and success criteria as well as the support that will be made available to the trainee.  Record the targets in the Training Handbook. The trainee needs to record the same targets in their Reflective Journal AND record the notes of their mentor meeting with you.  **2. Impact and Outcomes of Central Training**  **Discuss with trainee the impact and outcomes of their central training.**  Agree with the trainee how to consolidate and continue this training in school - to be reflected in the trainees Individual Training Plan.  **3. Student Progress Tracking**  Support trainee to track, evaluate and evidence the impact of their teaching on student progress and learning over time.  The trainee is required to select a minimum of 3 students who display a range of ability, educational needs and language differences and track, over the half term, their academic progression through assessment. They will need to evaluate and evidence the impact of their teaching on student progress and learning over time. Over the period of tracking the trainee is to identify the barriers to learning and critically evaluate in their Reflective Journal strategies to overcome these.  **Advise ‘how’ to track the students and encourage the trainee to speak to the class teacher, plus additional adults such as learning support assistants/ teaching assistants who may also be supporting the student.**  **4. Wellbeing and Workload**  **Discuss wellbeing, time, and workload management with trainee.**  Consider the trainees workload overall – lesson planning and teaching, academic study, and strategies to manage a work /life balance. | | |

**Targets Week 32**

**Week commencing 17/04/2023**

*CTTP (Carmel Teacher Training Partnership) consider that the quality of trainee’s teaching should be judged by the impact on student progress and learning over time.*

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| **Target 1** (Focus on maximising impact of teaching on student progress) | | |
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| **Actions and Support to access Target** | **Success Criteria** |  |
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| **Review comment** | **Evidence** | |
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| **Target 2** (Focus on teaching and learning) | | |
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| **Actions and Support to access Target** | **Success Criteria** |  |
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| **Review comment** | **Evidence** | |
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| **Target 3** | | |
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| **Actions and Support to access Target** | **Success Criteria** |  |
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| **Review comment** | **Evidence** | |
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**Training Week 32**

**Week commencing 17/04/23**

**Professional Tutor**

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| **To Do This Week** |  |
| **R Weekly Tasks:**  ☐ Discuss wider reading/writing carried out this week. How does their study relate to and impact on their practice? Remind trainee that they have access to all online library resources through Leeds Trinity University, Carmel Learning Resource Centre, and Chartered College via LTU (Leeds Trinity University). | |

**Training Week 32**

**Week commencing 17/04/23**

**Mentor**

**This Week’s Training Focus**

*Either…*

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| **Personalised Training Focus**  Based on trainee on-going needs, audit, and their primary experience. |  |
| **Training Focus:**  *Notes:* | |

*Or…*

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| **Suggested Training Focus** |  |
| **Focus:** Core Area: Curriculum and transition points. (TS3)  Chat with solid fill **Discuss with trainee**:  The key knowledge and practice statements from the ITT Core Content Framework Note the reading undertaken linked to curriculum transition. What practical experience has the trainee undertaken that has allowed them to hone their knowledge and skills linked to transition points e.g., KS2-KS3?  Inbox with solid fill **Direct trainee to:**  To share where they are with their final file and direct their “next stages,” lesson observation matrix, reflective journal updates etc.  Reading linked to remaining elements of subject audit (please see subject audit and associated list).  *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:** *(full guidance on page 12)*  ☐ Teaching and Learning (target review and setting).  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload.  **1. Subject Audit**  ☐ Discuss the trainee’s current subject audit and be aware of trainee’s continued subject knowledge developmental needs.  **2. Training Plan/Schedule**  ☐ Agree priorities for the rest of the year, review of last term’s targets and the trainee’s updated subject audit(s). Complete the Term 3 weekly timetable.  **3. Quality assurance – Joint Observation Mentor/Class Teacher or Mentor/PT**  ☐ Organise a Joint Observation with a Class Teacher or Professional Tutor to be carried out in Week 33/34.  *Notes:* | |

**Targets Week 33**

**Week commencing**

**24/04/23**

*CTTP consider that the quality of trainee teaching should be judged by the impact on student progress.*

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| **Target 1** (Focus on maximising impact of teaching on students’ progress) | | |
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| **Actions and Support to access Target** | **Success Criteria** |  |
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| **Review comment** | **Evidence** | |
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| **Target 2** (Focus on teaching and learning) | | |
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| **Actions and Support to access Target** | **Success Criteria** |  |
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| **Review comment** | **Evidence** | |
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| **Target 3** | | |
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| **Actions and Support to access Target** | **Success Criteria** |  |
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| **Review comment** | **Evidence** | |
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**Training Week 33**

**Week commencing**

**24/04/23**

**Professional Tutor**

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| **To Do This Week** |  |
| **R Weekly Tasks:**  ☐ Discuss wider reading/writing carried out last week/this week linked to curriculum audit “gaps”. How does their study relate to, and impact on, their practice? Remind trainee that they have access to all online library resources through Leeds Trinity University, Carmel Learning Resource Centre, and Chartered College via LTU.  **1. Preparation for PLT 5 Visit**  ☐  Look out for an email from your Partnership Link Tutor who will contact you to arrange a visit. Internal quality assurance: carry out a joint observation of the trainee with the mentor before the visit.  ☐  Liaise with the mentor and check the list of documentation required for the PLT visit are completed prior to the meeting (listed within the PLT document).  ☐  Mentor to complete the Trainee Progress Report before the PLT meeting and share this with your trainee prior to the PLT 5 meeting.  ☐  Trainee to update files and bring files along to the meeting to review prior to PLT meeting - are they organised? Check all trainee files are up to date, with matrix verified.  ☐  Review trainee audit.  ☐  Agreewho will do the joint observation with the PLT- you or the Mentor? | |

**Training Week 33**

**Week commencing**

**24/04/23**

**Mentor**

**This Week’s Training Focus**

*Either…*

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| **Personalised Training Focus**  Based on trainee PLT4, subject audits, and emerging needs. |  |
| **Training Focus:**  *Notes:* | |

*Or…*

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| **Suggested Training Focus** |  |
| **Focus:** Core Area: Assessment, the use of assessment data at key transition points and the external examination process in school.  Chat with solid fill **Discuss with trainee**:  What progress have they made using of assessment data to inform practice since PLT4?  How has the primary visit enhanced trainee knowledge regarding the use of assessment data from one key stage to the next?  What progress have they made regarding understanding the external examination processes in their subject?  Inbox with solid fill **Direct trainee to:**   Collate their best evidence in preparation for PLT5.   Remind trainee to s**ubmit their final PGCE Assignment 2 by Tuesday May 2nd at the very latest.**  Direct the trainee to work with colleagues preparing Y11 and/or Y13 students for final examinations, internal standardization, and moderation exercises etc.  Direct trainee to undertake subject reading linked to any remaining gaps in subject knowledge (see subject audit).  *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:**  ☐ Teaching and Learning (target review and setting).  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload.  **1. Preparation for PLT 5 Visit.**  ☐  Ensure files are nearing completion and will be ready for PLT 5 meeting.  ☐  Check evidence in preparation for PLT 5 meeting - are they organised and has the **matrix been** completed ready for the PLT to sign off?  ☐  Review trainee's **audit**.  ☐  Review trainee’s progress linked to most recent PLT visit.  ☐  Complete and share the **Trainee Progress Report** with trainees prior to the PLT 5 meeting.  ☐  Check which class trainees are going to teach for the PLT visit and which resources they will need. Review the PLT5 lesson planning together.  **2. Quality assurance – Joint Observation Mentor/Class Teacher or Mentor/PT.**  ☐ Carry out a joint observation with a Class Teacher or Professional Tutor.  *Notes:* | |

**Targets Week 34**  
**Week commencing 01/05/23**

*CTTP consider that the quality of trainee’s teaching should be judged by the impact on student progress and learning over time.*

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| **Target 1** (Focus on maximising impact of teaching on students’ progress) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 2** (Focus on teaching and learning) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 3** | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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**Training Week 34**  
**Week commencing 01/05/23**

**Professional Tutor**

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| **To Do This Week** |  |
| **R Weekly Tasks:**  ☐ Discuss wider reading/writing carried out this week. How does their study relate to and impact on their practice? Remind trainee that they have access to all online library resources through Leeds Trinity University, Carmel Learning Resource Centre, and the Chartered College via LTU.  **1. Preparation for PLT 5 Visit (Continued)**  ☐  Look out for an email from your Partnership Link Tutor who will contact you to arrange a visit. Internal quality assurance: carry out a joint observation of the trainee with the mentor beforehand.  ☐  Liaise with the mentor and check the list of documentation required for the PLT visit are completed prior to the meeting (listed within the PLT document emailed to you).  ☐  Mentor to complete the Trainee Progress Report before the PLT meeting and share this with your trainee prior to the PLT 5 meeting.  ☐  Trainee to update online files and bring physical files along to the meeting to review prior to PLT meeting - are they organised? Check all trainee files are up to date, with matrix A verified.  ☐  Review trainee audit.  ☐  Agreewho will do the joint observation with the PLT- you or the Mentor?  **2. Wellbeing and Workload**  ☐  Consider the trainees workload overall - lesson planning and teaching, academic study, and a pending PLT visit! (Work-life balance) | |

**Training Week 34**

**Week commencing 01/05/23**

**Mentor**

**This Week’s Training Focus**

*Either…*

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| **Personalised Training Focus**  Based on needs linked to final assessment. |  |
| **Training Focus:** *Refer to Individual Training Plan*  *Notes:* | |

*Or…*

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| **Suggested Training Focus** |  |
| **Focus:** Core Area: Professional Behaviours (TS8) & Part 2  Chat with solid fill **Discuss with trainee**:   The key knowledge and practice statements from the ITT Core Content Framework Tracking sheet for Standard 8. What training have they received to develop understanding and fluency? What reading have they done around it? What practical experience have they had that have allowed them to hone the knowledge and skills?  Inbox with solid fill **Direct trainee to:**   Fill in Standard 8 in the ITT Core Content Framework tracking sheet during the meeting.   Collate their provisional best evidence for Core Area 5 and Part 2 and write draft Cover Sheets for TS8 and Part 2.  *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:** *(full guidance on page 12)*  ☐ Teaching and Learning (target review and setting).  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload.  **1. Preparation for PLT 5 Visit (Continued)**  ☐  Ensure all online/physical files and documents are completed and ready for PLT 5 meeting.  ☐  Check evidence files in preparation for PLT 5 meeting - are they organised and has **Matrix** been completed ready for the PLT to sign off?  ☐  Review Trainee **audits**.  ☐  Review trainee progress in achieving their **Return to Main Placement targets.**  ☐  Complete and share the **Trainee’s Progress Report** with trainees prior to the PLT 5 meeting.  ☐  Check what class trainees are going to teach for the PLT visit and what resources they will need. Look at lesson planning together and what the trainee intends to teach for the PLT visit.Trainee should have brought some ideas with them.  **2. Complete Trainee Progress Report**  ☐  Complete Trainee Progress Report, including specific evidence to support your comments. Send it to your Professional Tutor. Use the Standard Descriptors to support your comments and grading. Ensure that draft result reflects the content of the Lesson Observation Matrix. Discuss the content of the report with your trainee, incl. areas of concern. There should be no surprises. No final “results” until “moderation” by Professional Tutor.  *Notes:* | |

**Targets Week 35**

**Week commencing**

**08/05/23**

*CTTP consider that the quality of trainee’s teaching should be judged by the impact on student progress and learning over time.*

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| **Target 1** (Focus on maximising impact of teaching on students’ progress) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 2** (Focus on teaching and learning) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 3** | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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**Training Week 35**

**Week commencing**

**08/05/2023**

**Training Week 35**

**Week commencing 08/05/22**

**Mentor**

**This Week’s Training Focus**

*Either…*

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| **Personalised Training Focus**  Based on trainee needs linked to Final Assessment. |  |
| **Training Focus:** *Refer to Individual Training Plan*  *Notes:* | |

*Or…*

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| **Suggested Training Focus** |  |
| **Focus:** Final Submission  Chat with solid fill **Discuss with trainee**:   File Guidance and progress towards Final Submission.  **Direct trainee to:**   Finalise Presentation File (documents, evidence, and cover sheets) and get all printed documents signed off by the relevant people.  *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:** *(full guidance on page 12)*  ☐ Teaching and Learning (target review and setting).  ☐ Discuss the impact and outcomes of Central Training linked to post-16 education.  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload.  **1. Presentation File Final Check**  ☐ Verify and sign off each of the Teachers’ Standards and the Matrix.  ☐ Ensure that the trainee’s files include the most up to date:   * Reflective Journal * Trainee Progress Report * PLT 1, 2, 3, 4 and 5 Reports * Matrix * PGCE Assignments * **Evidence linked to the Teachers’ Standards**     *Notes:* | |

**Targets Week 36**

**Week commencing**

**15/05/23**

*CTTP consider that the quality of trainee’s teaching should be judged by the impact on student progress.*

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| **Target 1** (Focus on maximising impact of teaching on students’ progress) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 2** (Focus on teaching and learning) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 3** | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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**Training Week 36**  
**Week commencing 15/05/23**

**Professional Tutor**

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| **To Do This Week** |  |
| **R Weekly Tasks:**  ☐ Discuss wider reading/writing carried out this week. How does their study relate to and impact on their practice? Remind trainee that they have access to all online library resources through Leeds Trinity University, Carmel Learning Resource Centre, and Chartered College via LTU.  **1. Verify and send Trainee Progress Report (TPR)**  ☐  Check the Trainee Progress Report sent by the trainee’s mentor and moderate their grading. Send a copy of the moderated report to CTTP mshepherd@carmel.bhcet.org.uk the trainee’s Partnership Link Tutor, their Mentor, and the trainee. If areas of concern are identified, contact CTTP to discuss additional support, as required. | |

**Training Week 36**

**Week commencing 15/05/23**

**Mentor**

**This Week’s Training Focus**

*Either…*

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| **Personalised Training Focus**  Based on trainee needs linked to final assessment. |  |
| **Training Focus:** *Refer to Individual Training Plan*  *Notes:* | |

*Or…*

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| **Suggested Training Focus** |  |
| **Focus:** Final Submission  Chat with solid fill **Discuss with trainee**:   File Guidance shared at the Mentor Training session.  Inbox with solid fill **Direct trainee to:**   Finalise Presentation File (documents, evidence, and cover sheets) and get all printed documents signed off by the relevant people.  *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:** *(full guidance on page 12)*  ☐ Teaching and Learning (target review and setting).  ☐ Discuss the impact and outcomes of Central Training.  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload.  **1. Presentation File Final Check**  ☐ Verify and sign off teach of the Teachers’ Standards and the Matrix.  ☐ Ensure that the trainee file includes the most up to date:   * Reflective Journal * Trainee Progress Reports * PLT1, 2, 3, 4 and 5 Reports * Matrix * PGCE Assignments * **Evidence linked to the Teachers’ Standards**   *Notes:* | |

**Targets Week 37**  
**Week commencing 22/05/23**

*CTTP consider that the quality of trainee’s teaching should be judged by the impact on student progress and learning over time.*

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| **Target 1** (Focus on maximising impact of teaching on students’ progress) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 2** (Focus on teaching and learning) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 3** | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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**Training Week 37**

**Week commencing 22/05/23**

**Professional Tutor**

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| **To Do This Week** | **$** |
| **R Weekly Tasks:**  ☐ Discuss wider reading/writing carried out this week. How does their study relate to and impact on their practice? Remind trainee that they have access to all online library resources through Leeds Trinity University, Carmel Learning Resource Centre, and Chartered College via LTU. | |

**Training Week 37**

**Week commencing**

**22/05/23**

**Mentor**

**This Week’s Training Focus**

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| **Personalised Training Focus**  Based on trainee needs linked to final assessment. | **¨** |
| **Training Focus:** *Refer to Individual Training Plan*  *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:** *(full guidance on page 12)*  ☐ Teaching and Learning (target review and setting).  ☐ Discuss the impact and outcomes of Central Training linked to Assessment.  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload and remind the trainee to submit their Final File on Friday 26th May i.e. The Friday before half-term to CTTP. There will be “north’ and “south” of the region drop off times and drop of times for primary and secondary trainees issued. Monica/Iain/Lily will “man” the drop out points at specific times and we will sign to show that trainees have submitted their final file to them.  **Please note Final files are maintained as part of CTTP records for internal, and external, review and audit purposes. Please make sure you have copies of any important papers before you submit your final file.**  *Notes:* | |

**SUBMISSION OF FINAL FILE**

**FRIDAY 26th MAY 2023**

***N.B. This is the day that schools break up for half-term.***

**HALF TERM HOLIDAY**

**MONDAY 29th MAY – FRIDAY 2nd JUNE 2023**

**Targets Week 38**  
**Week commencing 05/06/23**

*CTTP consider that the quality of trainee’s teaching should be judged by the impact on student progress and learning over time.*

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| **Target 1** (Focus on maximising impact of teaching on students’ progress) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 2** (Focus on teaching and learning) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 3** | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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**Training Week 38**  
**Week commencing 06/06/22**

**Professional Tutor**

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| **To Do This Week** |  |
| **R Weekly Tasks:**  ☐ Discuss wider reading/writing carried out this week. How does their study relate to and impact on their practice? Remind trainee that they have access to all online library resources through Leeds Trinity University, Carmel Learning Resource Centre, and Chartered College via LTU. | |

**Training Week 38**

**Week commencing 05/06/23**

**Mentor**

**This Week’s Training Focus**

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| **Personalised Training Focus**  Based on trainee emerging needs. |  |
| **Training Focus:** *Refer to Individual Training Plan*  *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:** *(full guidance on page 12)*  ☐ Teaching and Learning (target review and setting).  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload.  Please ensure that in their final three weeks in school trainees are increasing their teaching to c.80% of a full timetable.  *Notes:* | |

**Targets Week 39**

**Week commencing 12/06/23**

*CTTP consider that the quality of trainee’s teaching should be judged by the impact on student progress and learning over time.*

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| **Target 1** (Focus on maximising impact of teaching on students’ progress) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 2** (Focus on teaching and learning) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 3** | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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**Training Week 39**

**Week commencing 12/06/23**

**Professional Tutor**

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| **To Do This Week** |  |
| **R Weekly Tasks:**  ☐ Discuss wider reading/writing carried out this week. How does their study relate to and impact on their practice? Remind trainee that they have access to all online library resources through Leeds Trinity University, Carmel Learning Resource Centre, and Chartered College via LTU. | |

**Training Week 39**

**Week commencing**

**12/06/23**

**Mentor**

**This Week’s Training Focus**

*Either…*

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| **Personalised Training Focus**  Based on trainee emerging needs. |  |
| **Training Focus:** *Refer to Individual Training Plan*  *Notes:* | |

*Or…*

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| **Suggested Training Focus** |  |
| **Focus:** Career Entry Development Portfolio Day (22.06.2023) preparation.  Chat with solid fill **Discuss with trainee**:   Their Early Career Teacher’s targets linked the Teachers’ Standards, as well as the actions to meet them and their success criteria.  Inbox with solid fill **Direct trainee to:**     Meet with the school’s ECT (Early Career Teacher) Induction Tutor (if applicable).  Closed book with solid fill**Assigned Reading**  Free PDF Icon, Symbol. Download in PNG, SVG format.  **Pre-Reading**: **Early Career Framework (pp. 4-25)**, DfE (Department for Education), 2019  [https://assets.publishing.service.gov.uk/government/uploads/system/](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/978358/Early-Career_Framework_April_2021.pdf) [uploads/attachment\_data/file/978358/Early-Career\_Framework\_April\_2021.pdf](http://uploads/attachment_data/file/978358/Early-Career_Framework_April_2021.pdf)   Follow**-Up Reading**: **Induction for early career teachers (England)**, DfE, 2021  Free PDF Icon, Symbol. Download in PNG, SVG format.<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972316/Statutory_Induction_Guidance_2021_final__002_____1___1_.pdf>    *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:** *(full guidance on page 12)*  ☐ Teaching and Learning (target review and setting).  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload.  **1. ECT targets for Career Entry Development Profile in preparation for meeting at Carmel on 23rd June.**  ☐ Identify target areas for your trainee’s ECT year based on their progress linked to the standards.  ☐ Discuss, agree / set and record targets for their Career Entry Development Profile (CEDP)  **The trainee must bring a copy of their draft targets to the CEPD day (22nd June 2023) at Carmel College, Darlington for all primary and secondary trainees.**  *Notes:* | |

**Training Week 40**

**Week commencing 19/06/2023**

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| **Target 1** (Focus on maximising impact of teaching on students’ progress) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 2** (Focus on teaching and learning) | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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| **Target 3** | | |
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| **Actions and Support to access Target** | **Success Criteria** | **Related TS** |
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| **Review comment** | **Evidence** | |
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**Training Week 40**

**Week commencing**

**19/06/2023**

**Professional Tutor**

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| **To Do This Week** |  |
| **R Weekly Tasks:**  ☐ Discuss wider reading/writing carried out this week. How does their study relate to and impact on their practice? Remind trainee that they have access to all online library resources through Leeds Trinity University, Carmel Learning Resource Centre, and Chartered College via LTU. | |

**Training Week 40**

**Week commencing**

**19/06/23**

**Mentor**

**This Week’s Training Focus**

*Either…*

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| **Personalised Training Focus**  Based on trainee emerging needs. |  |
| **Training Focus:** *Refer to Individual Training Plan*  *Notes:* | |

*Or…*

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| **Suggested Training Focus** |  |
| **Focus:** Class Transition  **Direct trainee to:**   Liaise with all relevant class teachers regarding content/skills covered.   Marking all books up to date.   Share mark books.   Give back all resources loaned.  *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:** *(full guidance on page 12)*  ☐ Teaching and Learning (target review and setting).  ☐ Discuss the impact and outcomes of Central Training.  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload.  *Notes:* | |

**Training Week 36**  
**Week commencing 27/06/22**

**Professional Tutor**

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| **To Do This Week** |  |
| **R Weekly Tasks:**  ☐ Discuss wider reading/writing carried out this week. How does their study relate to and impact on their practice? Remind trainee that they have access to all online library resources through Leeds Trinity University, Carmel Learning Resource Centre and CTTP Teams VLE. | |

**Training Week 36**  
**Week commencing 27/06/22**

**Mentor**

**This Week’s Training Focus**

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| **Personalised Training Focus**  Based on trainee’s Initial Needs Analysis, Subject Audits, and emerging needs. |  |
| **Training Focus:** *Refer to Individual Training Plan*  *Notes:* | |

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| **To Do This Week** |  |
| **R Weekly Tasks:** *(full guidance on page 12)*  ☐ Teaching and Learning (target review and setting).  ☐ Discuss the impact and outcomes of Central Training.  ☐ Discuss Student Progress Tracking.  ☐ Discuss well-being and workload.  *Notes:* | |