

## The subject mentor

The subject mentor is the person most closely involved with the support and assessment of trainee teachers and is responsible for the monitoring of their programme and observations of teaching within the specialist subject. Subject mentors will provide:

- opportunities for trainee teachers to observe teaching across different ages and abilities;
- discussion and analysis of methods and strategies employed;
- discussion of subject ethos/philosophy;
- access to the subject department's units (schemes) of work and relevant examination specifications;
- opportunities for trainee teachers to teach their specialist subject, as appropriate to the stage of training, and including KS3, KS4, and, where possible, post-16 groups;
- access to relevant pupil information, such as assessment records and IEPs;
- support and guidance in preparing units of work and in planning lessons;
- formal observation of at least two lessons a week during Block placements followed by written feedback, using Review and Analysis forms;
- timetabled weekly review and guidance sessions;
- discussions of trainee teachers' progress with professional mentors and university tutors;
- opportunities for checking, signing and grading (where appropriate) evidence in trainee teachers' Professional Development Profiles which contributes to the achievement of the Teachers' Standards;
- opportunities for trainee teachers to negotiate future Teachers' Standards targets, using the Weekly Review Booklet;
- regular scrutiny of trainee teachers' School Experience Files, including their written evaluations of teaching and their assessment records during Block placements;
- writing a Placement Assessment and Evaluation Report at the end of each placement;
- a Mid-point review indicating the trainee teacher's current progress and identifying any areas that might be a cause for concern
- a final assessment of the trainee teacher's achievement of the Teachers' Standards;
- assistance in drafting the Career Entry and Development Profile.

Where trainees are teaching classes other than the subject mentor's we would encourage the class teacher to observe, both formally and informally, and give feedback. However, it is important that the subject mentor manages the process to ensure that the training experience remains coherent and targeted.