



# Please add your name, school and email in the chat bar!







## 1. Updates





- Strengthening relationships with schools and celebrating success
- College of Education and Social Work
- CPD programme
- Ofsted 2023
- Market Review 2024









Click here for Primary Partnership information



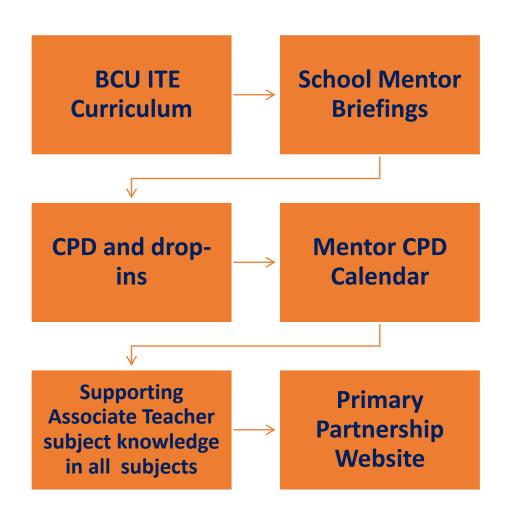
Primary Partnership Website





## 2. Ways of working





Consolidating processes





## 3. Roles and responsibilities





Associate Teachers



**Mentors** 



ITE Mentor for each school



**BCU Hubs** 



**University Tutor** 





### **Associate Teacher**



- Associate Teacher Code of Conduct
- 'Shared with schools' One Drive Folder
- Associate Teacher school-based experiences must build on the content they have learned in University
- Associate Teachers will have weekly mentor meetings
- Associate Teachers will share their Subject
   Specific Development Journal with
   Mentors
- Associate Teacher wellbeing is a priority

College of Education and Social Work



College of Education and Social Work
Associate Teacher Learning Agreement and Code of Conduct 2023 24

Agreement between the College of Education and Social Work and XXX

#### ITT Equal Opportunities and Race Equality Policies

- BCU is committed to equal opportunities and the fair and consistent treatment for all
  regardless of their age, disability, gender, race, ethnic or national origins, colour, marital
  status, sexual orientation, age (subject to entry requirements), parental status, political
  belief, socio-economic background or religious beliefs.
- BCU is committed to an equal opportunities and diversity policy which ensures that all
  applicants / students are treated fairly and on their merits and are given opportunity to
  succeed. There is equal commitment to the personal and professional development of its
  entire staff.
- As an associate teacher you will be expected to abide by the regulations and requirements detailed in the Course Handbook and by the following Code of Conduct:

CODE OF PROFESSIONAL CONDUCT AND FITNESS TO TEACH INCLUDING REGARD TO CHILD



### Mentors



- Support Associate Teachers in their professional development
- Work closely with the University Tutor to ensure targets and feedback are subject specific and SMART
- Use the BCU ITE Assessment Tracker at Review and Progress Meetings to verify judgements
- Develop and maintain good working relationships.





## Mentors



- Complete one joint observation per placement with the University Tutor
- Conduct review and progress meetings during each school-based training placement in conjunction with the University Tutor
- Access Mentor Induction either live or recorded
- Access one CPD and School Briefing either live or recorded each term where relevant





### **ITE Mentors**



- Responsible for overseeing Associate Teacher placements
- Ensure Associate Teachers are being supported effectively in their school
- Awareness of Associate Teacher wellbeing
- Work with BCU Hub Leads
- Networking with other ITE Mentors





### **BCU Hubs**



- BCU Hub Leads assigned on a regional basis to establish effective communication with ITE Mentors
- Quality assurance to ensure all systems and processes support the development of our Associate Teachers in schools
- Support ITE Mentors
- University Tutors will still be working with schools and mentors to support individual Associate Teachers on their placements.



### **BCU Hubs**



- BCU Hub Leads will contact ITE Mentors by the end of October
- Expectations to develop Lead Mentor 'communities of practice' in preparation for the 2024 DfE ITT Criteria
- Dates of all 45-minute optional interactions:

Hub Meeting 1 20-27 November 2023 Hub meeting 2 15-19 January 2024 Hub meeting 3 11-15 March 2024





## **University Tutors**



- First line of contact for support during placements
- Part of the Review and Progress Meeting discussions that mentors will lead at key points in the placement
- Will complete a joint observation with the mentor, bespoke to the individual school and Associate Teacher needs
- Ensure mentors are clear about all University processes and procedures





What support will University provide?



University Tutor and Hub Lead support School Based Training Guidance Lesson observation pro forma Lesson planning pro forma Rapid Improvement Targets Form Critical Incident Guidance





## 4. Mentoring Associate Teachers





Lesson observation feedback and targets



Associate Teacher reviews their week using the BCU ITE Curriculum



Finalise targets, including subject specific for the coming week and ensure everything is recorded in the Progress Journal



Next week's timetable and planning guidance





## Lesson observations



Try to spread the observations evenly across the placement.

Provide clear feedback in terms of what was successful in the lesson and what needs to be worked on. Make sure you include a subject specific target. You would expect to see improvements the next time you observe the Associate Teacher.

The feedback should be given in a timely manner – written feedback must be with the Associate Teacher ideally no later than 24 hours after the observation has taken place.

All Associate Teachers must be observed teaching phonics.





## Supporting verbal feedback



- What went well in the lesson how do you know?
- How well did the lesson sit within the sequence of lessons being taught in the subject?
- Did you achieve your learning outcomes? If not, how would you address this if you taught the same lesson again?
- What did the pupils learn in the subject taught? How do you know? Did all pupils make good progress?
- How did you adapt your teaching to meet the needs of all learners?
- Do you think you created a positive learning environment? How? What behaviour management strategies did you use? Were they effective?
- Do you think you organised and managed the groupings of pupils well?
- How did knowledge of pupil data/prior knowledge inform your decisions?
- Did you challenge the different attainment levels effectively? How were they engaged and inspired?
- How did you use your body language (non-verbal communication NVC)/voice effectively? How might you improve this further?
- How well did you manage transitions between tasks?
- In which part of the lesson did you feel most confident? Why?
- How effective were the resources you used? How do you know? Would you tweak/change any of them for next time?





## Supporting struggling ATs



- Sharing good practice;
- Structured observations with colleagues learning conversation afterwards;
- Reduced timetable;
- Specific tasks outlined for completion when not in the classroom;
- Team teaching;
- Group teaching;
- Alerting University Tutors and holding relevant meetings where relevant.







## Supporting struggling ATs



Respond quickly

Be open and honest

Speak to
University
Tutor

Follow procedures

Keep evidence





## 4. Supporting documentation



#### **Mentoring BCU Associate Teachers – Useful Links**

#### **Primary and Early Years Partnership**

- Houses all key information
- BCU ITE Curriculum (support materials)
- BCU ITE Assessment Tracker
- Subject Specific Prompts and lesson observation exemplars





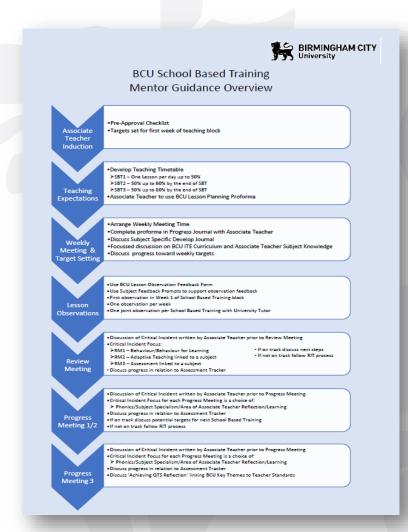
#### **Supporting Associate Teachers**

- Progress Journal
- Weekly Mentor Meetings
- Critical Incident support materials
- Review and Progress Meetings with University Tutor

#### **Mentoring Guidance**

- School Based Training Mentor Guidance
- Mentor CPD Calendar











## 4. Supporting documentation



**Progress Journal BCU ITE Curriculum BCU ITE Assessment Tracker** Subject Specific Development Journal Lesson observation proforma(s) including Phonics **Critical Incidents** Rapid Improvement Targets (RIT) Associate Teacher One Drive Access





## **Progress Journal**



- Key document which monitors and tracks Associate Teacher development.
- Associate Teachers are expected to complete these electronically and share via OneDrive with yourself, the University Tutor supporting the placement.
- It is important that they can be accessed when the Associate Teachers are in school. You will need to monitor the development of these and ensure that everyone works together to record the key points during weekly discussions and when review and progress meetings are taking place.





## **Progress Journal**



- At each weekly meeting mentors need to discuss Associate
   Teacher's progress against the BCU ITE Curriculum
- Further details are available in the School Mentor Guidance which will be shared at the start of the placement.
- The outcomes of the weekly meetings will inform the underlining of statements on the BCU ITE Assessment Tracker in readiness for the Review Meeting and the Progress Meeting.





### **BCU ITE Curriculum**





## PGCE Primary & Early Years Curriculum

Links to pages					
Art and Design	Mathematics				
Computing	Music				
Design and Technology	Physical Education				
English	Religious Education				
Geography	Science				
History					
Languages	Professional Studies				





#### Art and Design

#### Learn that:

- Statutory frameworks support the teaching of Art and Design in Key Stages 1 and 2
- The Programme of Study for Art and Design has 4 overarching aims (ideas, make, evaluate, knowledge) Subject content includes: materials, processes, visual glements and contextual understanding
- Statutory and non-statutory frameworks support the teaching of Art and Design in EYFS.
   The most relevant statements are taken from: Expressive Arts and Design (ELGs Creating with Materials, Being Imaginative and Expressive) & Physical Development (ELG Fine Motor Skills)
- Mark making can be applied on different surfaces with different tools. It supports children's early drawing and drawing outcomes.
- It supports the communication of their emotions and thinking, the development of their ideas and individuality. It develops their fine and gross motor skills and hand/eye coordination. It can be gestural, pyrposeful and experimental.
- Drawing supports children's capacities for perception, communication, invention, action
- The seven elements of art (space, shape, colour, form, line, tone, texture) are the building blocks of art. Meanings, ideas and intentions can be communicated through visual and tactile language using the formal elements of art
- The principles of art (movement, rhythm, pattern, emphasis, balance, unity, harmony, variety, contrast) are how children can apply the elements of art in their art making.
- That the learning environment will have an impact on the progress and behaviour of all
  pupils when they are developing ideas and making art. It is the role of the teacher to plan
  what the children will learn and how, and to organise and adapt resources and the
  learning space (including spaces outside of the classroom) for the needs of the children in
  their class.

In Early Years' art children learn by leading their own play and exploration, and by taking part in play based or guided activity with adults.

#### Learn how:

- Use the aims/ content of the KS1 and KS2 POS to support planning and teaching of Art and Design
- 3-7: Use the Areas of Learning and Early Learning Goals most relevant to Art and Design to support planning and teaching.
- Plan/Teach activities that support and develop:
   Mark making in response to different stimuli
   Use of thoughtful and gestural mark making
   Expressing and communicating emotion through mark making/
   drawing

Develop fine motor control

 Plan/Teach activities that support the development of drawing:

Drawing warm-ups
Exploration of tone
Exploration of line
Drawing from observation

 Plan/Teach activities that support the development of children's knowledge of:

Colour theory

- Using art processes of collage, paint and mark making to respond to an artist's work (focusing upon the elements of shape and colour, principles of movement and rhythm)
- Use examples of abstract art to develop children's understanding of the application of colour and shape, and as an inspiration for their own artwork.
- Plan/ teach activities that support and develop children's knowledge of:

Printing techniques, tools and materials

The properties of clay, techniques and tools for building and creating art and craft works with clay





### **BCU ITE Assessment Tracker**



BCU ITE Curriculum Key Theme D - Associate Teacher uses knowledge about how pupils learn to plan and assess learning to ensure that all pupils make progress.

(CCF – How pupils learn, Classroom practice and Assessment) (TS2 TS4 TS6)						
Working Towards T	Working At A	Working Beyond B				
The Associate Teacher works with the support of	The Associate Teacher works independently with the	The Associate Teacher is proactive and accountable for				
expert colleagues at BCU and in school to:	advice and guidance of expert colleagues at BCU and in	own choices and works collaboratively with expert				
	school to:	colleagues at BCU and in school to:				
know that taking pupils' prior knowledge into account						
is a key aspect of successful learning and securing	use information on pupils' prior knowledge to inform	plan and teach innovatively and creatively, fully engaging				
progress, as is knowing how much new information	lesson planning and teaching and teach making explicit	and challenging all pupils. Lesson sequences are				
should be introduced so it is manageable for pupils	links between prior and new knowledge to secure	developmental and progressive				
	progress. Introduce information in a way that does not					
understand that making explicit links between prior	detract from the learning and confidence of the pupils	comprehensively embed a range of teaching and learning				
and new knowledge, increases the likelihood of pupils		strategies and adapt these to ensure that all learning needs				
retaining knowledge and understanding, contributing	teach a topic by breaking it down into smaller steps taking	are met				
to pupils' development as confident learners	into account and addressing potential misconceptions	uses higher-order teaching strategies, such as narrating				
understand that complex ideas and concepts can be		thought processes, through asking a range of				
broken down into smaller steps, minimising the	teach using a range of approaches for modelling and	questions when modelling to make explicit how experts				
complexity of a task and avoiding potential	scaffolding learning, e.g., live modelling, to ensure that	think				
misconceptions whilst maintaining focus on key	pupils make progress, knows when to withdraw					
content	scaffolding as knowledge builds to ensure apt stretch and	expose potential pitfalls/misconceptions and explain how				
	challenge	to address them				



## Subject Specific Development Journal



Name: Associate Teacher

Student ID:

## PGCE Primary & Early Years

## Subject Specific Development Journal

This document will be referred to in your taught sessions and whilst on placement. You will share this with your PDT, UT and school mentors over your three placements.

**Sessions:** practise learning at the end of session/during your session and how you have applied your learning.

Placement: before planning for a particular subject review what you have done in sessions with *your mentor*. Plan with this in mind and apply in your teaching.

#### Assessment

You are assessed through; your assignments; the BCU Key themes; Subject Specific Learning Development Journal; RIT process; lesson observations and targets feedback; critical incidents to include key reading; SBT Tasks; Subject-based observation feedback forms.

Allows the Associate Teacher to:

- Reflect on University subject specific learning
- Make links to school learning and the impact on their practice.

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### Lesson observations



#### **BCU Lesson Observation Feedback**

Associate Teacher name:					Date:					
Course:	BA QTS:	1	2 3		PGCE:	1	2	3		
School:			Context:		Subject / area:				Year Group:	
PDT:				Observer name(s):						
Observer role(s):	Lead Mento Joint	r	Mentor(C	T) Unive	rsity Tutor			Obs num		

	Taro	

Lesson Intent: e.g. How does the Associate Teacher review learning at the start? Is children's prior learning built on? Is the lesson intent made clear?

Subject knowledge: Key Theme C - (A & F) e.g. how is the Associate Teacher demonstrating accuracy, breadth and depth of subject knowledge? Use Subject Prompt Sheet to support.

Planning and assessment: Key Theme D – (A & F) e.g. how is the Associate Teacher presenting new knowledge in small steps? How does the associate teacher check for understanding? How is questioning used to good effect?

Adaptive teaching: Key theme E - (A & F) e.g. how does Associate Teacher use scaffolding and support for all learners? How is independent learning encouraged? How are models and examples used to support pupil progress? How are pupils challenged?

#### Core and Foundation



#### **BCU Systematic Synthetic Phonics Observation Feedback**

Associate Teacher name:				D	ate:					
Course:	BA QTS: 1 2 3			P	GCE:	1 2	3			
School:					ontext:				Year Group:	
PDT:			Observer name(s):							
Observer role(s):	Lead Mentor Mentor(CT) Unive			ersity	Tutor	Joint		servat nber:	ion	
Phonic scheme:					Phonic F	hase:				

#### Previous Lesson Targets including phonics:

#### When observing 'Phase One' phonics in Nursery/EYFS use the following prompts'

- . Aspect of phase one are present for this lesson i.e., Environmental sounds / Instrumental sounds / body sounds / rhythm and rhyme / alliteration / voice sounds / oral blending and segmenting.
- . The lesson links to wider learning i.e., other areas of learning in the EYFS.
- · The activity links to EYFS principles.
- . Phonics is embedded in a language-rich environment.
- · Indoor and outdoor space is used to support learning.
- · There are opportunities for oral blending and segmenting.
- · Children have opportunities to explore sounds throughout the day.
- · Children are encouraged to listen attentively.
- · Children are encouraged to reproduce audibly the phonemes that they hear, in order and through the word.
- · Physical resources are used to support learning well.







Observational Prompts	Observational Comments
Revisit and Review	Planning and assessment: Key Theme D – (A & F)
The Associate Teacher ensures that children revise and consolidate earlier learning. The lesson intent made clear. All children can see/hear. Phonemes are articulated clearly and correctly.	
Teach	Subject knowledge: Key Theme C - (A & F)
New learning is clear. New Phonemes and digraphs are introduced. The Associate Teacher models blending and segmenting. The Associate Teacher introduces / revisits common exception words (tricky words). Learning is contextualised. All children are actively involved in speaking and listening.	
Practise	Classroom practice: High expectations and managing behaviour Key theme B – (A & F)
The strategies applied are interactive fun and multisensory. All the children are engaged. Adaptation is evident when appropriate. Children articulate the phonemes correctly. Children blend phonemes to read words and/or segment words into phonemes for spelling. Children are given effective feedback. Pace is appropriate.	
Apply	Planning and assessment: Key Theme D – (A & F)
There is evidence that children have opportunities to apply their phonic knowledge and skills in reading or writing a sentence or caption. The learning relates back to the Lesson	



### Critical Incident

The Critical Incident template is in the Associate Teacher's Progress Journal and needs to be completed by the AT to be discussed at both their Review and Progress Meetings. Please refer to the next slide for each Critical Incident focus from Review Meetings 1, 2, 3 and Progress Meetings 1, 2, 3.

<u>Critical Incident</u>
Date:
Briefly describe the Critical Incident which developed subject knowledge and stimulated your professional growth at this point in your training.
2. In response to this 'Critical Incident' identify the research-informed professional actions, taken that demonstrated your <b>intention</b> .
3. What steps did you take to secure the <b>implementation</b> of these actions?
4. Identify the <b>impact</b> your practices had in terms of securing a) pupil progress and b) your understanding of your professional responsibilities.
5. Identify the evidence you will share with your mentors and UT.



Associate Teachers write and reflect about a critical incident that has impacted on their practice during their school placement. They will be encouraged to discuss this with you and how this will impact on future placements to demonstrate their progression. CPD 1 will look at this further.







## Critical Incident



### Critical Incident Focus

- Cl Review Meeting 1 Behaviour
- CI <u>Progress Meeting 1</u>— Linked to Phonics/Subject Specialism/An area of student reflection/learning
- CI Review Meeting 2 Adaptive teaching linked to a subject
- CI <u>Progress Meeting 2</u> Linked to Phonics/Subject Specialism/An area of student reflection/learning
- CI Review Meeting 3 Assessment linked to a subject
- CI <u>Progress Meeting 3</u> Linked to Phonics/Subject Specialism/An area of student reflection/learning







#### RAPID IMPROVEMENT TARGETS (RIT) PROCESS 2023 24

#### Aims of the Rapid Improvement Targets Process

The **Rapid Improvement Targets Process** is initiated after a discussion between a mentor/tutor and the associate teacher. A RIT will ensure that all associate teachers are supported and offered intervention where necessary to make satisfactory progress on the course.

### Rapid Improvement Targets can be initiated at any stage of the ITE programme and:

- Can relate to an associate teacher's engagement with, and attendance, at the taught elements of the programme
- Can be initiated if an associate teacher fails to demonstrate high standards of personal or professional conduct. (See Appendix 1 for examples)
- Can relate to specific aspects of the associate teacher's teaching and be characterised by a lack of expected progress by the pupils (See Appendix 1 for examples)
- Can identify gaps in performance aligned against the BCU ITE Assessment Tracker and/ or the ITT Core Content Framework (DfE, 2019)
- Can be initiated if associate teacher's teaching, for any reason, is not developing
  as expected; for example, if an associate teacher 'plateaus' and there is no
  evidence of further progress or development in the impact of their teaching
- Can be initiated if associate teacher has not received the necessary support from the placement school, at which point the university will intervene and offer additional support
- Can be initiated if an associate teacher needs support with well-being or workload management.



## Rapid Improvement Targets (RIT)

This should be seen as a supportive process





## Associate Teacher Folder





#### **OneDrive**

Name	Type
Core Audits, Certificates and Action plans	File folder
Pen Portrait	File folder
Safeguarding and Prevent	File folder
School Based Training	File folder
Subject Specific Development Journal	File folder



## 5. CPD Dates 2023



CPD 1	Monday 6 November or Thursday 9 November 3.45 - 4.45 pm	Focus: Giving effective feedback, written and verbal. What makes a good mentor or good mentoring? Supporting Associate Teachers in the critical incident step by step process.
CPD 2	Tuesday 21 November or Thursday 23 November	Focus: Using the BCU ITE Curriculum to set appropriate SMART targets to support Associate Teacher development and progress. Critical incident update and quality of evidence. Assessing Associate Teachers accurately against the BCU ITE Assessment tracker.
Drop-in	Monday 27 November or Tuesday 28 November 4.00 - 5.00 pm	Focus: Questions and answer drop-in session to support all mentors in school.

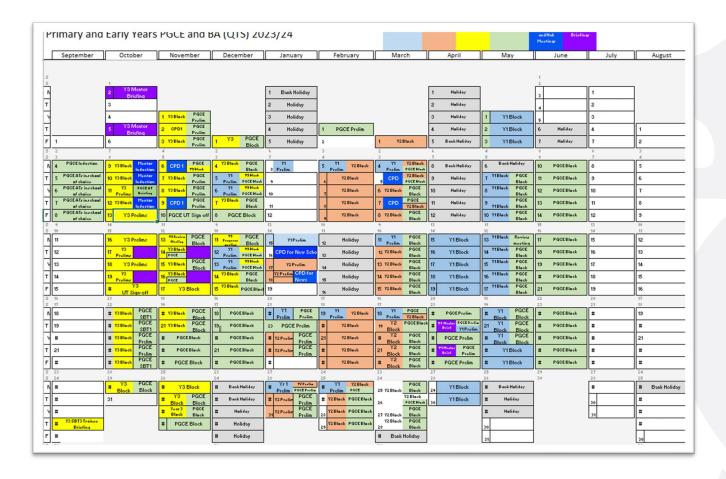
## 5. CPD Dates 2024



CPD 3	Monday 22 January or Tuesday	Focus: Bespoke: Supporting new schools and
	23 January	mentors working with PGCE SBT2 and BA Year
	4.00 - 5.00 pm	2 Associate Teachers.
CPD 4	Tuesday 5 March or Thursday 7	Focus: Challenging our Associate Teachers to
	<u>March</u>	use their developing subject knowledge to have
	3.45 - 4.45 pm	an impact on the learners in their class. How
		does the Progress meeting demonstrate
		professional competency?
Drop-in	Monday 22 April or Tuesday 23	Focus: Questions and answer drop-in session to
	<u>April</u>	support all mentors in school.
	4.00 - 5.00 pm	ΔΔM C/>,



### Mentor CPD Calendar





#### **Outlines:-**

- Associate Teacher
   placement dates –
   broken down into
   PGCE, BA Y1, Y2, Y3
- Mentor CPD
- Hub Meetings
- School Briefings



### 6. Market Review of Initial Teacher Training



### September 2024

- Updated Initial Teacher Training Criteria for 2024 25
- 2023 24 the final year of School Direct initial teacher training
- Lead Partners schools will be able to recruit in partnership with ITT providers
- Mentor training programme will provide 20 hours of CPD
- The ITT Curriculum will be updated to include Intensive Training and Practice (ITaPs) which will enable associate teachers to focus on research evidence and theory to impact on their practice

## Save the date....





- BCU Conference
- Wednesday 26 June 2024

- Venue: City South Campus (B15 3TN)
- Networking and CPD





## Thank you for:



**Action 1: Accessing Mentor Induction** 



Action 2: Accessing relevant School Briefing meetings and CPD



Action 3: Working with University Tutors to support Associate Teachers



### Useful contacts



#### **PGCE Course Team**

<u>primaryandearlyyearspgcecourseteam@bcu.ac.uk</u> <u>martin.drury@bcu.ac.uk</u> (PGCE Partnership Administrator)

**BA Course Team** 

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Partnership Lead

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