

## BCU School Based Training Mentor Guidance Overview

### Associate Teacher Induction

- Pre-Approval Checklist
- Targets set for first week of teaching block

### Teaching Expectations

- Develop Teaching Timetable
  - SBT1 – One Lesson per day up to 50%
  - SBT2 – 50% up to 60% by the end of SBT
  - SBT3 – 50% up to 80% by the end of SBT
- Associate Teacher to use BCU Lesson Planning Proforma

### Weekly Meeting & Target Setting

- Arrange Weekly Meeting Time
- Complete proforma in Progress Journal with Associate Teacher
- Discuss Subject Specific Develop Journal
- Focussed discussion on BCU ITE Curriculum and Associate Teacher Subject Knowledge
- Discuss progress toward weekly targets

### Lesson Observations

- Use BCU Lesson Observation Feedback Form
- Use Subject Feedback Prompts to support observation feedback
- First observation in Week 1 of School Based Training block
- One observation per week
- One joint observation per School Based Training with University Tutor

### Review Meeting

- Discussion of Critical Incident written by Associate Teacher prior to Review Meeting
- Critical Incident Focus:
  - RM1 – Behaviour/Behaviour for Learning
  - RM2 – Adaptive Teaching linked to a subject
  - RM3 – Assessment linked to a subject
- Discuss progress in relation to Assessment Tracker
- If on track discuss next steps
- If not on track follow RIT process

### Progress Meeting 1/2

- Discussion of Critical Incident written by Associate Teacher prior to Progress Meeting
- Critical Incident Focus for each Progress Meeting is a choice of:
  - Phonics/Subject Specialism/Area of Associate Teacher Reflection/Learning
- Discuss progress in relation to Assessment Tracker
- If on track discuss potential targets for next School Based Training
- If not on track follow RIT process

### Progress Meeting 3

- Discussion of Critical Incident written by Associate Teacher prior to Progress Meeting
- Critical Incident Focus for each Progress Meeting is a choice of:
  - Phonics/Subject Specialism/Area of Associate Teacher Reflection/Learning
- Discuss progress in relation to Assessment Tracker
- Discuss 'Achieving QTS Reflection' linking BCU Key Themes to Teacher Standards