***BCU Subject Tutors will:***

* *Communicate weekly with Subject Mentors to ensure they aligned to the BCU ITE Curriculum,*
* *Maintain operational contact with the Subject Mentor and discuss any issues regarding SBT in a timely manner,*
* *Organise face to face and online visits to school,*
* *Develop a good working relationship with the BCU Associate Teacher and Subject Mentor,*
* *Signpost all BCU Mentor Core CPD Events and Subject Mentor CPD Events to support mentors’ practice,*
* *Confirm that there is a schedule of formal observations of the Associate Teacher’s teaching carried out by the Subject Mentor,*
* *Guide Associate Teachers and mentors through the BCU ITE Curriculum delivery and assessment in their specialist subject,*
* *Signpost all relevant BCU ITE resources for the Associate Teachers and mentors to use during the training year,*
* *Meet with the Associate Teacher during SBT to discuss and evaluate progress,*
* *With reference to SBT reports, manage the formative and summative assessment points for the Associate Teachers.*
* *Liaise over decisions about the Associate Teachers’ attainment and support the Subject Mentor in his/her role as supervisor and assessor through email or online call contact,*
* *Observe the Associate Teacher teaching in line with course specific expectations[[1]](#footnote-1). Discuss evaluations of their subject development, teaching and the impact on learners’ learning; identify further professional development as required,*
* *If issues or concerns have been raised by school staff, keep a written record to provide information should a placement end prematurely,*
* *Inform the PLT and Course Leadership of any Associate Teacher who is a cause for concern,*
* *Work with the Subject Mentor to tailor a support package for any Associate Teacher who is a cause for concern,*
* *Assist in the organisation of any visits by External Examiners and moderators.*

1. Observation expectations are identified within the appendices [↑](#footnote-ref-1)