**Role and Responsibilities of the Subject Mentor**

* Review the BCU Associate Teacher Code of Conduct
* Sign the BCU Mentor Contract at the start of each new SBT placement – signed copy forwarded to the school’s Lead / Professional Mentor
* Guide and support the Associate Teacher’s professional development and subject specific pedagogical knowledge in line with the subject specific BCU ITE Curriculum – using the BCU Mentor and Associate Teacher Weekly Record to record targets and review progress,
* Attend BCU Mentor Core CPD sessions termly
* Work in partnership with the BCU Subject Lead to support and monitor the development of their BCU Associate Teacher– conducting joint observations and joint mentor meetings whenever possible,
* Access all Secondary ITE paperwork related to their role from the BCU Secondary PGCE Partnership Webpages,
* PGCE and Year 2 route only: Meet with the Associate Teacher for one hour a week,
* Year 1 route only: Meet with the Associate Teacher for 30 minutes a week,
* Year 3 route only: Meet with the Associate Teacher for 40 minutes a week,
* In weekly mentor meetings model strategies to guide the BCU Associate Teacher’s development of new skills aligned to their specialist subject,
* Use the subject specific BCU ITE Curriculum weekly foci and subject specific targets to set high leverage context specific targets to support and train the BCU Associate Teacher,
* Review planning, BCU Weekly Meeting records, reflections and address assessment requirements with the Associate Teacher weekly,
* Observe the Associate Teacher teaching twice each week and provide written formative feedback,
* Direct the Associate Teacher in their observations of expert colleagues aligned to the BCU ITE Curriculum foci for that week,
* Complete Formative and Summative Assessment reports aligned to the BCU ITE Curriculum within designated assessment timeframes,
* Read and act on weekly BCU Subject Bulletins to keep up to date with the subject specific foci identified within the BCU ITE Curriculum
* Update the school’s Professional Mentor on the Associate Teacher’s progress each half term.