**Lead / Professional Mentors role and responsibilities:**

* Review and adhere to the BCU Mentor Policy,
* Identify an experienced colleague in the Associate Teacher’s specialist subject who will be their Subject Mentor over the training year,
* Respond in a timely manner (48 working hours) to all communication from the BCU Placement Link Tutor (PLT) and maintain regular contact with said BCU PLT in line with quality assurance schedules,
* Ensure the Subject Mentor attends all Induction and scheduled Mentor CPD events over the training year – keeping a register of attendance and checking all mentors BCU CPD Attendance Logs each half term,
* Attend identified termly BCU Mentor CPD Events,
* Ensure that the BCU Partnerships Team have a current name and email address for all Subject Mentors working with BCU Associate Teachers,
* Collect and review all BCU Mentor Contracts from Subject Mentors at the start of each period of SBT to secure all aspect of mentoring compliance,
* Be familiar with the BCU ITE Curriculum and how it is used in partnership to secure the development of BCU Associate Teachers,
* Prepare an induction for incoming Associate Teachers before each School Based Training period, which covers school specific Safeguarding requirements and core school policies (BfL, assessment, Teaching and Learning etc.),
* Create a timetable for the BCU Associate Teacher in line with School-Based-Training (SBT) Phase expectations,
* PGCE route only: Identify dates for additional SBT experience (SEND, Primary Experience and Post 16 experience) during the Associate Teacher’s Home School placement,
* PGCE / Year 2 route only: Ensure that Subject Mentors have a weekly protected 1-hour slot for their mentor meetings with the Associate Teacher,
* Year 1 route only: Ensure that Subject Mentors have a weekly protected 30 minute slot for their mentor meetings with the Associate Teacher,
* Year 3 route only: Ensure that Subject Mentors have a weekly protected 40 minute slot for their mentor meetings with the Associate Teacher
* Ensure Subject Mentors access and use the BCU ITE Curriculum and BCU Weekly Learn How Plans to support and train BCU Associate Teachers during SBT,
* Ensure Subject Mentors access and use signposted BCU Mentor Support videos to guide their operational practice in line with BCU partnership expectations,
* Ensure Subject Mentors access and use all current BCU paperwork, to record lesson observations and assessment points,
* Quality assure all individual Subject Mentor observations and assessments at least once in the academic year – we suggest a paired observation or observed mentor meeting as a strategy to do this and supply a QA form to be submitted and reviewed with your PLT,
* Support the Associate Teacher with any requests relating to their training and QTS evidence over their training year,
* Monitor BCU Associate Teachers’ progress termly,
* Notify BCU PLT of any well-being or performance concerns relating to their BCU Associate Teacher,
* Work with the PLT and BCU Leadership team to monitor and Rapid Improvement Plan interventions for BCU Associate Teachers.