PGCE Mentoring: Making it work for you
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PGCE mentoring: making it work for you
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Objective
To share practical ideas on how to support and work with a trainee teacher effectively

Outcomes
You will have heard about/discussed:
- The rewards of being a mentor
- The challenges of being a mentor
- 7 key aspects of effective mentoring

My experience as mentor/mentee
- Civil service
  - Team member, being mentored
  - Manager, mentoring & developing team
  - Coach, developing people outside my team
- Coaching diploma
- Trainee teacher (GTP) & NQT
  - 4 mentors
- PGCE mentor

What’s your experience?
- As a mentor being mentored?
- Giving feedback/receiving feedback?

1. Welcome!
On the first day:
- Arrange a convenient time for student to arrive
- Introduce to other staff
- ID card – prepare in advance
- ICT access – prepare in advance
- Place to work and store things
- Other documents eg ITT training programme, Chinese textbooks...
2. Build rapport

- Mutual recognition and respect
- Get to know each other:
  - Student’s experience?
  - Strengths / development needs?
  - Personality / resilience?
  - Mentor’s experience & approach
- Developing the relationship
  - From first contact to end of placement and beyond…

3. Student ‘in charge’ of their own development

Encourage student to:
- Find their way round the IOE manual
- Set the agenda for weekly mentor meetings & make a record
- Propose targets to work on
- Work with you on creating & adapting their timetable (TA/EAL/no. of hours…)
  - Beware of over-loading
- Ask other colleagues for advice (MFL, ICT, other subjects, admin staff, tea lady…) and observations

4. Weekly mentor meeting

- Regular time - it’s sacrosanct!
- Appropriate venue - privacy? ICT? resources?
- Plan agenda - student & your ideas
  - Last week’s targets met?
  - Next week’s targets?
  - Co-ordinate with IOE training plan & school training sessions
  - Plan lessons - objective or in more detail?
    - when do you want to see lesson plan?
  - Plan observations
- Student write record of meeting

5. Planning lessons

- Build up gradually (first placement):
  - Observe
  - Teach part of lesson / group work
  - Teach lesson
  - Increase number of whole lessons
- Share resources
- Comment on plan/ppt
  - Ask questions eg re timing, instructions
- Jointly plan

6. Feedback 😊😊😊

- Informal & formal obs
  - Full eg times, narrate lesson ☑️ +
- www / praise
- ebi
  - 1 or 2 key points
  - Ask student for ideas on how to improve
  - Give suggestions
- From other staff (MFL, drama …)

7. Mentor’s way is not the only way!

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- Recommend student see other staff with different approaches / strengths
- Help student to develop their own teaching style - not a mini-you!

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### Benefits / rewards

- Reflect on own practice
- Observe own classes taught by someone else
- New ideas from student
- New/refreshed resources
- Develop network of Mandarin colleagues
- Satisfaction of seeing student blossom and grow!