

IOE Confucius Institute for Schools  
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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?



www x 3?



ebi x 1?


### 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!

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



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!