



The Open  
University  
Y Brifysgol  
Agored

# Mentor – getting started.

A warm welcome to you to the PGCE Partnership at the Open University in Wales. Thank you for agreeing to mentor one of our students. Below, we have outlined some key information which should support you to get started with your role.

## Partnership Website

The Partnership website can be accessed here: [OU ITE Partnership | Open University in Wales](#) Here you will find information regarding the PGCE course. Ensure you take some time to familiarise yourself with the website. The key information below can all be found under the **Partner School Resources and Training** section.

## Mentor Job Description

This document outlines the responsibilities of the role of a Mentor with the PGCE Partnership.

## Guide to Practice Learning

Everything that you need to know about your student's practice learning experience in the Guide to Practice Learning.

## Partner School Planner

This is a planning resource for Mentors and School Coordinators. It is an overview or 'map' of all the programme activities that your student - and you - will need to complete over the year. It is separated by route (Part-time or Salaried) and level of study (PGCE1, PGCE2 or PGCE33). Optional resource tabs include a summary of the QTS standards with reflective question prompts, an area to help you track your student's progress and a list of useful contacts and resources all in one place. You can adapt this working document for your own use. This resource aligns to a Student Teacher version of the planner, so that together, you can tailor the student teacher's experience to your own context and setting.

## **Professional Learning Passport (PLP)**

This is an online platform (ePortfolio) housed on the Education Workforce Council's (EWC) PebblePad platform. It is used by student teacher to evidence their progress against the professional standards for teaching. Mentors, School Coordinators, Practice Tutors and Curriculum Tutors will all have access to their student's PLP and you will complete documentation directly on the PLP. Ensure you have completed this form to confirm your details for access: [Partner Schools Contact Form Ffurflen Cyswllt Staff Ysgolion Partner \(office.com\)](#)

## **Assessing your student teacher**

As part of your role, you will need to complete the following:

Lesson Observation form

Practice Review form

Practice Learning Report

These can be found on your student's PLP and dates for their completion are noted on the Partner School Planner.

## **Briefing Events**

We welcome you to our Mentor briefing events on:

- **Monday September 23rd between 1pm-3pm**
- **or Monday October 14<sup>th</sup> between 3pm-5pm**

You do not need to attend both events as their content will be the same. To attend, you will need to register using this form: [Training: The OU ITE Partnership](#) *The link to the event will be sent closer to the date.*

Please note, there will be two separate presentations during each event - one through the medium of Welsh and one in English. Both groups will re-join for the Q&A session.

## **Weekly Practice Learning support**

A weekly practice learning support session has been scheduled for **every Monday between 3.30pm–4.00pm**. These are optional 'drop-in' sessions where we encourage you to attend should you have any queries or concerns. The link to the session can be found on the Partnership website.

## **Professional Development**

### **Mentor Mats**

These mats are to support and structure mentor sessions with your student, and along with the Practice Review Form, to capture the student's progress. Your Mentor meeting records may be in your format of choice (e.g., journal, rolling action log, Partner School Planner) and should record key points of discussion.

### **A Mentoring Mindset OpenLearn module**

It is expected that Mentors complete this free online module during the first year of the PGCE course. The module supports anyone based in an education setting to develop an understanding of effective mentoring of beginner teachers in the initial teacher education and newly qualified phases. You'll find the module here: [A mentoring mindset \(Meddylfryd mentora\) | OpenLearn - Open University](#)

### **Guide to Mentoring**

This guide supports your professional development as a Mentor by outlining some of the theory that underpins effective mentoring.

**Your School Coordinator will be able to support you in the first instance. Please ensure that your student has shared their Curriculum Tutor (CT) contact details with you and feel free to contact the CT should you have any further queries.**