

PGCE 1 & 2 : Practice Tutor Checklist

- Watch the short 'Introduction to the Partnership' and 'Roles and Responsibilities of Practice Tutor' induction videos and read your Practice Tutor guide.
- Introduce yourself to your students and their Mentors by email at the very beginning of the module. Some Practice Tutors choose to set up a brief video call.
- Consider how you will work with your Mentors to nurture and develop your cluster e.g. WhatsApp group for informal chat and support/ group email etc.
- Access the Partnership website and bookmark it to your browser. Spend some time browsing resources and becoming familiar with the site. Plan when you will access useful resources and training.
- Add key dates to your calendar directly from the Key Dates Checklist.
- By October half term, ensure you have agreed arrangements for Review Meeting 1 with your students and their schools. These must be completed by 26th January 2024.
- Participate in relevant Practice Tutor Development events.
- Watch the video 'Assessing your Student Teacher' and review the exemplar practice learning report materials.

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- Prepare for your online visits by watching the IRIS video and complete any training needed on the IRIS platform.
- Undertake your Practice Tutor Review Meeting 1 with each of your students by arranging a professional dialogue session with student teacher, Mentor and/or School Coordinator.
- Arrange coaching session with cluster mentors (either individually or as a group).
- Complete and submit Practice Review 1 Form and Monitoring Report by 26th January 2024.
- Continue to communicate with your students and their Mentors in advance of completing Review Meeting 2 by 3rd May 2024.
- Complete Section C of the Practice Learning Report by 17th May 2024.

TAR 1 a 2 – Rhestr Wirio Tiwtor Ymarfer

- Gwylwch y fideos sefydlu byr 'Cyflwyniad i'r Bartneriaeth' a 'Rolau a Chyfrifoldebau Tiwtor Ymarfer' a darllenwch eich canllaw Tiwtor Ymarfer.
- Cyflwynwch eich hun i'ch myfyrwyr a'u Mentoriaid trwy e-bost ar ddechrau'r modiwl. Mae rhai Tiwtoriaid Ymarfer yn dewis sefydlu galwad fideo fer.
- Ystyriwch sut y byddwch yn gweithio gyda'ch Mentoriaid i feithrin a datblygu eich clwstwr e.e. Grŵp WhatsApp ar gyfer sgwrs anffurfiol a chefnogaeth / e-bost grŵp ac ati.
- Cyrchwch wefan y Bartneriaeth a rhowch nod tudalen i'ch porwr. Treuliwch ychydig o amser yn pori adnoddau a dod yn gyfarwydd â'r wefan. Cynlluniwch pryd y byddwch yn cael mynediad at adnoddau a hyfforddiant defnyddiol.
- Ychwanegwch ddyddiadau allweddol i'ch calendr yn uniongyrchol o'r Rhestr Wirio Dyddiadau Allweddol.
- Erbyn hanner tymor mis Hydref, sicrhewch eich bod wedi cytuno ar drefniadau ar gyfer Cyfarfod Adolygu 1 gyda'ch myfyrwyr a'u hysgolion. Rhaid cwblhau'r rhain erbyn 26 Ionawr 2024.
- Cymryd rhan mewn digwyddiadau Datblygu Tiwtor Ymarfer perthnasol.
- Gwylwch y fideo 'Asesu eich Myfyriwr Athro' ac adolygwch ddeunyddiau enghreifftiol yr adroddiad ymarfer dysgu.

TAR 1 a 2 – Rhestr Wirio Tiwtor Ymarfer

- ▶ Paratowch ar gyfer eich ymweliadau ar-lein trwy wyllo fideo IRIS a chwblhau unrhyw hyfforddiant sydd ei angen ar blatfform IRIS.
- ▶ Cynhaliwch Gyfarfod Adolygu Tiwtor Ymarfer 1 gyda phob un o'ch myfyrwyr drwy drefnu sesiwn ddeialog broffesiynol gyda'r athro dan hyfforddiant, y Mentor a/neu Gydlynnydd yr Ysgol.
- ▶ Trefnwch sesiwn hyfforddi gyda mentoriaid clwstwr (naill ai'n unigol neu fel grŵp).
- ▶ Cwblhau a chyflwyno Ffurflen 1 Adolygiad Ymarfer ac Adroddiad Monitro erbyn 26 Ionawr 2024.
- ▶ Parhewch i gyfathrebu â'ch myfyrwyr a'u Mentoriaid cyn cwblhau Cyfarfod Adolygu 2 erbyn 3 Mai 2024.
- ▶ Cwblhewch Adran C yr Adroddiad Ymarfer Dysgu erbyn 17eg Mai 2024.

TAR 1 a 2 – PGCE 1 and 2

Dyddiau Allweddol – Key Dates

Event	Digwyddiad	Date Dyddiad
PGCE 1 Begins	Dechrau TAR 1	02/10/2023
Practice Tutor Visit 1	Ymweliad Tiwtor Ymarfer 1	26/01/2024 (Cyn/Before)
Completion of Practice Tutor Review Form	Cwblhau Ffurflen Adolygu Tiwtoriaid Ymarfer	26/01/2024 (Cyn/Before)
Practice Tutor Visit 2	Ymweliad Tiwtor Ymarfer 1	03/05/2024
Completion of Section C Practice Learning Report for Year 1	Cwblhau Adran C yr Adroddiad Ymarfer Dysgu ar gyfer Blwyddyn 1	17/05/2024