

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.

Key Dates Checklist

These checklists note key module dates i.e., development events, documentation and review completion dates, assignment submission dates etc. There is a separate checklist for Year 1 (PGCE1 and 2) and Year 2 (PGCE3).

Forms

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

- Lesson Observation form
- Practice Review form
- Practice Learning Report

These can be found on the Partnership website and dates for their completion are noted in the Key Dates Checklists. Detailed information about what these relate to can be found in the Guide to Practice Learning. **Please take note of the required number of each for Year 1 and Year 2.**

Briefing Event

We welcome you to our Mentor briefing event on **September 25th between 1pm–3pm**. To attend, you will need to register using the link on the Partnership website. *The link to the event will be sent closer to the date.* Please note, there will be two separate presentations – 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 3.45pm–4.15pm**. 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., notebook, journal, rolling action log) 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 a link to the module on the Partnership website.

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.