

# PGCE 3: Practice Tutor Checklist

September – December

- › Access the PGCE 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
- › Read the Practice Tutor Guide
- › Introduce yourself to your students and their mentors by email at the very beginning of the module. Some 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.
- › By October half term at the latest, ensure you have agreed arrangements for PGCE year 2 visit 1 with your students and their schools. Visits should take place in the second half of the Autumn term.
- › Attend optional 'drop in' support session if needed
- › In preparation for your online visits, watch IRIS video and complete any training needed on the IRIS platform.
- › Undertake your online practice tutor visit to each student.
- › Arrange professional dialogue session with student teacher, mentor/school coordinator.
- › Arrange coaching session with cluster mentors (either individually or as a group).
- › Complete and submit Practice Review form and Monitoring Report by 15<sup>th</sup> December 2023.

# PGCE 3: Practice Tutor Checklist

January – May

- ▶ Check in with student teachers in January via email/call to maintain relationship
- ▶ Attend optional 'drop-in' support session if needed
- ▶ Participate in Practice Tutor Development event
- ▶ Make arrangements for your final visit for second half of Spring term.
- ▶ Undertake your practice tutor virtual visit with each student.
- ▶ Arrange professional dialogue session with student teacher, mentor/school coordinator.
- ▶ Arrange coaching session with mentors (either individually or as a group).
- ▶ Complete and submit Practice Learning Report section C and Monitoring Report no later than 15<sup>th</sup> March 2024.
- ▶ Within your first year of being a Practice Tutor, you should also aim to complete 'Introduction to Mentoring and Tutoring'. Gain a Certificate of Completion.
- ▶ Second year student teachers will submit their final assessment on the 7<sup>th</sup> May 2024. You may wish to congratulate your students and their mentors!

# TAR 3 – Rhestr Wirio Tiwtor Ymarfer

## Medi – Rhagfyr

- Cyrchwch wefan TAR 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
- Darllenwch y Canllaw i Diwtoriaid Ymarfer
- Cyflwynwch eich hun i'ch myfyrwyr a'u mentoriaid trwy e-bost ar ddechrau'r modiwl. Mae rhai tiwtoriaid 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.
- Erbyn hanner tymor mis Hydref fan bellaf, sicrhewch eich bod wedi cytuno ar drefniadau ar gyfer ymweliad TAR blwyddyn 1 2 gyda'ch myfyrwyr a'u hysgolion. Dylid cynnal ymweliadau yn ail hanner tymor yr Hydref.
- Mynychu sesiwn cymorth 'galw heibio' opsiynol os oes angen
- I baratoi ar gyfer eich ymweliadau ar-lein, gwylwch fideo IRIS a chwblhewch unrhyw hyfforddiant sydd ei angen ar blatfform IRIS.
- Ymwelwch â phob myfyriwr gan diwtor ymarfer ar-lein.
- Trefnu sesiwn ddeialog broffesiynol gyda'r athro dan hyfforddiant, y mentor/cydlynnydd ysgol.
- Trefnwch sesiwn hyfforddi gyda mentoriaid clwstwr (naill ai'n unigol neu fel grŵp).
- Cwblhau a chyflwyno ffurflen Adolygu Ymarfer ac Adroddiad Monitro erbyn 15 Rhagfyr 2023.

# TAR 3 – Rhestr Wirio Tiwtor Ymarfer

Ionawr – Mai

- › Cysylltwch ag athrawon dan hyfforddiant ym mis Ionawr trwy e-bost/galwad i gynnal y berthynas a sefydlwyd
- › Mynychu sesiwn cymorth 'galw heibio' opsiynol os oes angen
- › Cymryd rhan mewn digwyddiad Datblygu Tiwtor Ymarfer
- › Gwnewch drefniadau ar gyfer eich ymweliad olaf ar gyfer ail hanner tymor y Gwanwyn
- › Ewch ar ymweliad rhithwir eich tiwtor ymarfer gyda phob myfyriwr.
- › Trefnu sesiwn ddeialog broffesiynol gyda'r athro dan hyfforddiant, y mentor/cydlynnydd ysgol.
- › Trefnwch sesiwn hyfforddi gyda mentoriaid (naill ai'n unigol neu fel grŵp).
- › Cwblhau a chyflwyno Adroddiad Dysgu Ymarfer adran C ac Adroddiad Monitro erbyn 15 Mawrth 2024 fan bellaf.
- › O fewn eich blwyddyn gyntaf o fod yn Diwtor Ymarfer, dylech hefyd anelu at gwblhau 'Cyflwyniad i Fentora a Thiwtora'. Ennill Tystysgrif Cwblhau.
- › Bydd athrawon dan hyfforddiant ail flwyddyn yn cyflwyno eu hasesiad terfynol ar 7 Mai 2024.
- › Efallai yr hoffech chi longyfarch eich myfyrywyr a'u mentoriaid!

# TAR 3 – PGCE 3

## Dyddiau Allweddol – Key Dates

Event	Digwyddiad	Date   Dyddiad
PGCE 3 Begins	Dechrau TAR 3	02/09/2023
Practice Tutor Visit 1	Ymweliad Tiwtor Ymarfer 1	15/12/2023
Practice Review Form	Ffurflen Adolygu Ymarfer Dysgu	15/12/2023
Completion of all final practice tutor visits	Gorffen holl ymweliadau tiwtor ymarfer	15/03/2024
Completion of Section C of Final Practice Learning Report for PGCE 3	Cwblhau Adran C yr Adroddiad Ymarfer Dysgu ar gyfer TAR 3	15/03/2024