

Mentor Year – Sussex 2023-2024

Strategic foci for the year:

- ONSIDE mentoring
- Excellent feedback (written)
- Using coaching for verbal feedback
- Inclusive mentoring

Placement/course Dates

- **Uni Induction starts** September 1st 2023
- **Trainee to set up a zoom meeting with mentor for the week of 18th September**
- **Placement 1 starts on Monday 25th September - School induction starts**
- **Trainees set up joint Zoom meeting with new and existing mentor week of 29th January 2024**
- **Placement 2 starts on Monday 19th February 2024**
- **Final Day of placement 2 is Friday 24th May 2024**
- **Final Day of course is Friday 7th June 2024**

Phase Report Deadlines:

- Phase A – Monday October 30th October 2023
- Phase B – Friday January 5th 2024
- Phase C – Monday February 19th 2024
- Phase D – Monday April 15th 2024
- Phase E – Friday May 24th 2024

Support plan deadlines:

- Wed 22nd November 2023
- Wed 17th January 2024
- Wed 24th April 2024

Assignment deadlines (trainees):

- APK – Thursday 22nd February 2024
- RPK – from Monday 13th May
- May – Friday 24th May 2024



Training and Meetings:

- 1 – **Generic Mentor information video 1** online **Monday 11th September**
- 2 – **New Mentor training** on campus **Wed 20th Sep 12pm (video will be available after)**
- 3 – **Subject meetings on campus** **Wed 20th Sep 3.30-5pm**
- 4 – **Generic Mentor video 2** online **Monday 13th November**
- 5 – **Subject meetings (online)** from **Monday 27th November**
- 6 – **Generic Mentor video 3** online **Monday 22nd January 2024**
- 7 – **New Mentor training** on campus **Wed 24th January 12pm**
- 8 – **Subject meetings (online)** from **Monday 29th January 2024**
- 9 – **Generic Mentor video 4** – online **4th March 2024**
- 10 – **Subject meetings online** from **Monday 11th March (ITAP preparation)**
- 11 – **Subject meetings on campus** from **Monday 22nd April 2024**
- 12 – **Annual Conference** **Friday 28th June**

Lesson observation Criteria

- 1. Subject specific – link to subject knowledge or specific subject pedagogy**
- 2. Clear and specific strengths (must be 3) – be detailed**
- 3. Clear and specific targets (at least 2) with easy to understand and act on actions/tasks to help the trainee improve**
- 4. Using the language of the CCF either overtly or implicitly is fine**
- 5. Forms are complete and handed in to the trainee within a reasonable time (less than 24 hours)**