## Contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2. Rationale and Aims</td>
<td>4</td>
</tr>
<tr>
<td>3. Expectations and Professionalism</td>
<td>6</td>
</tr>
<tr>
<td>4. Classics Education Programme</td>
<td>7</td>
</tr>
<tr>
<td>4.1 – Classics Education Seminars</td>
<td></td>
</tr>
<tr>
<td>4.2 - The Classics Education Programme &amp; Teachers’ Standards</td>
<td></td>
</tr>
<tr>
<td>4.3 - Support Through Canvas</td>
<td></td>
</tr>
<tr>
<td>4.4 – The Professional Practice Tracker</td>
<td></td>
</tr>
<tr>
<td>5. Professional Practice</td>
<td>11</td>
</tr>
<tr>
<td>5.1 - Schools as partners in teacher education</td>
<td></td>
</tr>
<tr>
<td>5.2 - Joining a school community</td>
<td></td>
</tr>
<tr>
<td>5.3 - Being professional with colleagues</td>
<td></td>
</tr>
<tr>
<td>5.4 - Being professional with pupils</td>
<td></td>
</tr>
<tr>
<td>5.5 – How to get the best from pupils</td>
<td></td>
</tr>
<tr>
<td>5.6 - Curriculum Tutor School Visits</td>
<td></td>
</tr>
<tr>
<td>5.7 - If things go “pear-shaped”</td>
<td></td>
</tr>
<tr>
<td>5.8 - Keeping in touch</td>
<td></td>
</tr>
<tr>
<td>6. Organisation, School Tasks and Observations</td>
<td>13</td>
</tr>
<tr>
<td>6.1 – File Everything!</td>
<td></td>
</tr>
<tr>
<td>6.2 – Plan your time</td>
<td></td>
</tr>
<tr>
<td>6.3 – Get some kit</td>
<td></td>
</tr>
<tr>
<td>6.4 - Induction and Classics in Schools Tasks</td>
<td></td>
</tr>
<tr>
<td>6.5 - Classics in Schools Professional Practice Observations</td>
<td></td>
</tr>
<tr>
<td>6.6 – Cross-Phase Visits</td>
<td></td>
</tr>
<tr>
<td>7. Working With or As a Mentor</td>
<td>19</td>
</tr>
<tr>
<td>7.1 – Mentor Training Sessions</td>
<td></td>
</tr>
<tr>
<td>7.2 – Key Mentor Information</td>
<td></td>
</tr>
<tr>
<td>7.3 - A Programme for Mentor Sessions in Professional Practice</td>
<td></td>
</tr>
<tr>
<td>7.4 – Enhancing Professional Practice</td>
<td></td>
</tr>
<tr>
<td>7.5 - The Role of the Mentor</td>
<td></td>
</tr>
<tr>
<td>7.6 - Induction to Professional Practice</td>
<td></td>
</tr>
<tr>
<td>7.7 - Working with other colleagues in the department</td>
<td></td>
</tr>
<tr>
<td>7.8 - Approaches to Mentoring</td>
<td></td>
</tr>
<tr>
<td>7.9 - Differentiation for Trainees</td>
<td></td>
</tr>
<tr>
<td>7.10 - Observation and Feedback</td>
<td></td>
</tr>
<tr>
<td>7.11 - Target Setting</td>
<td></td>
</tr>
<tr>
<td>7.12 – Support Plan Procedure</td>
<td></td>
</tr>
<tr>
<td>8. Academic Assessment</td>
<td>30</td>
</tr>
<tr>
<td>9. General Reading List</td>
<td>31</td>
</tr>
<tr>
<td>- Books</td>
<td></td>
</tr>
<tr>
<td>- General Websites/Classical Subjects Specific Websites (A Small Selection)/ Know your acronyms (KYA)</td>
<td></td>
</tr>
</tbody>
</table>
One cannot easily give to pupils what one does not have oneself. It has been said that an enthusiasm for classical poetry can only be caught, never taught. It can be caught – the literature of biography has many instances – but present-day conditions do not favour this. Nowadays it must be both taught and caught.


1. Introduction

Whether you are trainee on our PGCE course or following the School Direct route with one of our school partners welcome to the 2017-18 Classics Initial Teacher Education (ITE) at the University of Sussex. Being a teacher of classical subjects remain as complex and contentious as Sharwood Smith suggested in his 1977 text. Nevertheless as a teacher of classical subjects, at whatever vocational stage, you have chosen a profession which is exciting, dynamic and rewarding. This course recognises that effective teaching is about enabling minds and our central aim is to develop committed, resilient, thoughtful and creative Classics teachers who will encourage pupils to think for themselves about the past. Latin, Greek, Ancient History, Classical Civilisation, et al, teaches pupils important knowledge and ways of analysis (both linguistic and historical) which can play an important role in developing them as critical citizens who can empathise with others and put the present into a wider perspective. Through a course which is both practically and intellectually challenging it is hoped that you will reflect and engage with your own particular views and philosophies about the nature and purpose of this raft of classical subjects, develop a deeper understanding of how pupils approach the subject and how you can meet their individual needs.

This course is unique. We are the only Classics PGCE/SD course that enables our trainees to develop their ancient language skills alongside their subject knowledge in the more history based classical disciplines – ancient history and classical civilisation. The Classics PGCE/SD course is now entering its fifth year. This course was established in 2014 as a consequence of the rapid increase of classical subjects in the secondary schools in Brighton & Hove and the outlying areas of Sussex. These schools are now in a position to be developing successful Classics teachers.

We are very pleased that our beginning teachers gained teaching posts in both the local area and other areas of the country. This indicates a mutual recognition between our schools and trainees of the quality of education that each contributes. In addition we have a developing teacher research network across Sussex with many ex-trainees choosing to return to Sussex to study for the MA in Education (MAE):

http://www.sussex.ac.uk/study/masters/courses/education-and-social-work/education-ma

The information in this handbook should be read in conjunction with the main ITE Course Handbook. It gives subject specific guidance to trainees and mentors and where relevant makes reference to the Teachers’ Standards. We are excited to be working with you. If you have any questions or concerns please don’t hesitate to contact us.

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Richard Burrows – Latin Tutor
Email: allburrows00@gmail.com
2. Rationale and Aims

The idea of working together in partnership underpins all aspects of ITE, and is central to our Classics course. All our courses are run as a partnership between the University of Sussex and many local schools. This is known as: The Sussex Consortium for Teacher Education and Research. All the partners in the Consortium share responsibility for planning, evaluating and successfully running the course, and remain closely in touch throughout the ITE ‘year’. Planning for the Classics course is carried out jointly by Classics mentors and the curriculum tutor at a series of mentor meetings. Monitoring and evaluation takes place in these meetings as well; and a continual process of informal feedback takes place whenever mentors and tutors discuss issues related to the Classics programme. Trainees are also encouraged to feedback their experiences and suggest ideas to improve provision, and these suggestions are generally incorporated into future planning. University and school experiences are mutually dependent – what is learnt in one context is applied and reflected upon in the other.

Therefore work in the university and schools is:

Complementary and reinforcing:

- Mentor sessions are, wherever practically appropriate, linked to university sessions to cover similar aspects of the Teachers’ Standards: see the recommended calendar of mentor sessions (Section 7).
- Courses are delivered in partnership with mentors and tutors leading sessions in and out of practice settings.
- Beginning teachers, mentors and university tutors share the same subject-specific guidelines for discussion in mentor sessions, target setting, review and assessment purposes.
- Course developments are agreed in mentor meetings and there is opportunity for regular review and evaluation of trainees’ experiences.
- Trainees are given tasks to complete in school which are discussed in both mentor and curriculum sessions.

Structured so that trainee progress is regularly monitored and that training needs are differentiated:

- Trainees start to work on subject gaps, identified at interview, prior to the course and these feed into directed tasks and the subject audit, which are regularly reviewed throughout the course by mentors and curriculum tutors
- Mentors are provided with trainees’ initial audit information to plan a suitable timetable and training programme
- Mentors review trainee progress weekly and more formally at the end of each period of practice, prior to completion of the Professional Practice Profile (PPP). Mentors use the calendar of mentor training sessions to structure their training, but tailor this to the particular needs of their trainees. The completed PPP is completed at the end of professional practice and is passed to other mentors and professional tutors, who use it to plan a suitable timetable and mentor programme, ensuring that the trainees’ needs are met so that they can aim to exceed the Standards. The professional tutor and mentor complete this document at the end of the training, reviewing all the accumulated evidence, in consultation with the trainee.
- Trainees keep records of their school based training focusing on both strengths and targets to provide an ongoing record of their progress in meeting targets and make these available to mentors and curriculum tutors via a special tracking document.
Practically and theoretically driven to develop effective and reflective classics teachers:

- Encouraging discussion to develop a personal philosophy towards the importance of classical subjects and different approaches to teaching topics.
- Planning of enquiries - sequence of lessons that engage pupils and challenge them and that are evaluated critically using feedback from experienced teachers and personal views, underpinned by reading.
- Justifying the selection of teaching strategies appropriate to different pupils’ needs.
- Sharing knowledge of current developments in classical subjects within classics education and how they can be utilized.
- Preparing assignments that make links between theory and practice in classics teaching.
- Working creatively and professionally with curriculum/professional tutors and curriculum/professional mentors to enhance your understanding of teaching and in particular the demands of teaching classical subjects.

And enhanced by recognizing wider professional and subject opportunities:

- Cross-curricular sessions with trainees in other age/subject areas.
- Subject development seminars.
- Education workshops hosted by specialists in their field
- Organised field trips to local/national and international museums with a twin focus on pedagogy and subject knowledge developments.
- Training sessions led by visiting mentors and other experts, e.g. on Post 16 teaching, learning and assessment, ICT in classical subjects.
- Visits to other educational settings, e.g. Special Schools.
- Involvement in wider school activities.

Through these activities and approaches we anticipate that beginning teachers from Sussex will establish themselves within a national community of Classics teachers and take pride in the following ancient history, classical civilisation and Roman civilisation topics (in Latin specifications) specific and generic knowledge, skills and understanding:

Understanding ancient history/classical civilisation/roman civilisation topics:

- Be able to ascertain through discussion children’s current understanding of an ancient historical period, and the concepts you wish to introduce in the study of that period as well as the meaning of ‘weasel’ words – such as democracy, society - that you might assume pupils to have a grasp of.
- Know how to introduce a new ancient historical topic, engage interest and as far as possible relate it to pupils’ own experience.
- Be able to deliver confidently an ancient historical narrative as the context for historical investigation.
- Be able to explain clearly the nature and form of an ancient historical enquiry, its learning objectives and potential and forms of presentation.
- Be able to develop pupils’ understanding of the difference between primary and secondary sources, their potential as evidence as well as limitations.
- Be able to help pupils to understand the nature of chosen sources, to ‘read’ the sources for information or clues that might be used in an ancient historical enquiry and judge their significance.
- Explain and employ chronological terms and conventions when appropriate as part of regular discourse in the classroom and develop pupils’ ability to do the same.
- Set specific historical enquiries within a wider chronological framework, maintaining a balance between narrow focus and overview.
• Be able to lead pupils in a consideration of interpretation of ancient historical events and the different forms in which interpretation may be expressed, and to develop pupils’ ability to evaluate interpretations.
• Be able to employ stories in generating interest and in structuring an ancient historical enquiry during one lesson or for a sequence of lessons.
• Be able to select ancient historical sources – text, pictures, film, objects, landscape etc. - that are within the comprehension of pupils and are intrinsically interesting as well as appropriate to a chosen historical enquiry.
• Note the absence of National Curriculum requirements for assessment in Ancient History/Classical Civilisation at Key Stage 3 but understand the use of national criteria in assessment at GCSE and be able to construct a variety of forms of assessment: https://www.gov.uk/government/collections/national-curriculum#programmes-of-study-by-subject

Generic skills in the context of teaching of ancient history/classical civilisation/roman civilisation topics:

• Be able to monitor and guide pupils to a successful completion of assigned activities, in which they communicate their knowledge and understanding, whether this be structured narrative, essay, role play, PowerPoint presentation, or visual display.
• Be able to present ideas, materials and activities that are within the grasp of all pupils, supporting their specific educational needs, including those recognised as ‘academically able’ and/or ‘gifted and talented’
• Be able to make appropriate use of ICT within one’s teaching.
• Employ a wide variety of activities in order to motivate and cater for a range of learning styles e.g. drama, simulation, role play, card sorts, hot seating, paired and group work, ‘mind mapping’, games such as Blockbusters, Kahoot https://getkahoot.com/, Plickers https://plickers.com/, Memrise https://www.memrise.com/ etc.
• Exploit all reasonable opportunities to develop pupils’ numeracy skills.
• Explicitly and as a regular feature of one’s teaching to develop pupils’ literacy skills, and specifically to develop pupils’ abilities to express in written and spoken language their classical understanding.
• Be able to lead pupils in reflecting in plenary what they may have learned from a lesson activity.
• Understand and apply the principles of Assessment for Learning (AfL), showing pupils how to review their own progress and set targets for improvement.

3 - Expectations and Professionalism

As a beginning teacher, you will be regarded as a professional colleague by staff in the university and school, and should be treated as a member of staff by pupils in your school. There is thus a requirement that you behave in a proper and professional manner at all times. You are on a professional course so punctuality, full attendance and completion of all tasks are essential on all aspects of the school and university components. This includes not only formal written assignments and presentations, but also readings, lesson observations, preparation of lessons and so on. It is also essential that you take responsibility for maintaining your teaching files in an orderly and up to date state. Failure to meet these requirements may put your progress in jeopardy.

Please ensure that you understand your school’s policy on reporting absence in induction week, in the event of illness: whom to contact, by which time in the morning and at which point a doctor’s certificate would be required. It is essential that you do not just communicate absence by a simple text or e-mail as your lessons need to be covered, so it is your responsibility to ensure that key teachers have this information early in the morning. You should always set work or give the school some idea of the content of the lesson, so that cover for your lesson can be arranged. As a beginning teacher, you will also broadly
follow school holidays (see calendar in the main course handbook), although note that half-terms are ‘directed study weeks’, allowing you to focus on assignments and school preparation and that you are sometimes required to attend university during this time. School holidays are long, compared with those of other professions, and so non-urgent dentist or other appointments should be arranged in these.

There is limited time for curriculum or mentor sessions and missing one will mean that something vital is missed that will not be repeated. Please contact your curriculum tutor by email or telephone if you are unable to attend a professional studies or curriculum session. If you have advance warning of an absence, then you should seek permission from the university or school. In either case, you should find out what you have missed and fill any gaps. Of course, illness and extreme personal difficulties afflict us all from time to time, and Curriculum tutors and mentors will be sympathetic and supportive in the event of personal need. Tutors, however, must be kept informed.

4. Classics Education Programme

4.1 Classics Education Seminars

Each seminar tackles a specific teaching Classics topic through a variety of teaching styles and resources, emphasising interactive activities and practical teaching strategies. Sessions include a focus on subject knowledge, teaching and learning theory, pedagogic demands, assessment, differentiation, course/exam requirements and learning technologies. They will also consolidate generic skills such as lesson planning, questioning, whole class teaching and classroom organisation in the context of classics classrooms. Additionally there will be regular opportunities for peer teaching, progress reviews and discussions of emerging classroom issues. Below is an outline of the topics to be covered and an indication of timings. Please note however that for each individual session a full outline will be provided identifying intended learning outcomes, key issues to be addressed, suggested readings and follow up tasks.

University curriculum sessions are mainly delivered on Fridays. Times and rooms may be changed on occasion but this will be notified via the VLE. Unless specified otherwise classics curriculum sessions will either be held in Essex House or at a local partnership school. The full programme for Professional Studies will be posted on the VLE at the start of term; reminders and key information relating to this will appear each week on the VLE. Sections shaded grey indicate some of the learning experiences generic to all trainees. Sections in yellow are when the Classics and History cohorts are together.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
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<tbody>
<tr>
<td>5/9 Weds</td>
<td>RD</td>
<td>Registration and Curriculum Studies introduction. SKE Latin with RD.</td>
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<tr>
<td>6/9 Thurs</td>
<td>IDG</td>
<td>Orientation day. SKE Latin with RB.</td>
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<tr>
<td>10/9 Mon</td>
<td>LH</td>
<td>TBC. SKE Latin with RB.</td>
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<tr>
<td>11/9 Tues</td>
<td>A C-B or SJT. TBC</td>
<td>Joint day for all on planning using the Sussex plan. TBC. or Can Children be Historians? How Children Learn about the Past (TS: 2)</td>
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<tr>
<td>Date</td>
<td>Activity</td>
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<tr>
<td>12/9 Weds</td>
<td>3. Field Trip! How do you use ancient and modern resources to generate historical enquiry about ancient societies including the Romans in Britain? (TS:1-8) – visit to the British Museum, London.</td>
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</tr>
<tr>
<td>13/9 Thurs</td>
<td>DST with a task set – based on field trip to the British Museum. SKE Latin with RB.</td>
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<tr>
<td>17/9 Mon</td>
<td>5. School visit – PHS/Priory. SKE Latin with RD in T2. CLC Software.</td>
<td></td>
</tr>
<tr>
<td>18/9 Tues</td>
<td>Reflective practice. TBC.</td>
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</tr>
<tr>
<td>19/9 Weds</td>
<td>Professional Studies Sign Ups. SKE Latin with RD.</td>
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</tr>
<tr>
<td>20/9/Thurs</td>
<td>The Launch – Numerous activities including met your mentor in the evening.</td>
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</tr>
<tr>
<td>21/9 Fri</td>
<td>6. What should we look for in Classics Classrooms? - Preparing for School Induction &amp; Working with Mentors. 7. ICT in Classics. SKE Latin with RD.</td>
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</tr>
<tr>
<td>24/9 – 28/9</td>
<td>Professional Practice 1 Induction Week</td>
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</tr>
<tr>
<td>5/10 Fri</td>
<td>8. How can we make Classics accessible to all? 9. SEND. SKE Latin with RD.</td>
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<td>12/10 Fri</td>
<td>10. How to start your APK essay reading / assignment? (TS2, 3 and 4). SKE Latin with RD.</td>
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</tr>
<tr>
<td>15/10-19</td>
<td>Review week</td>
<td></td>
</tr>
<tr>
<td>19/10 Fri</td>
<td>11. Teaching with a textbook. 12. Drama in Classics. SKE Latin with RD.</td>
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<tr>
<td>22/10 Mon – 2/10 Fri</td>
<td>Directed Study Time – coincides with Autumn Half Term in most schools Opportunities for Assignment Preparation. Reading for your APK.</td>
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</tbody>
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| 2/11 Fri   | 13. Does differentiation mean different in the classics classroom? (TS1,2, 3,4 and 5) 
**NOTE: APK proposal form in.** |
| 9/11 Fri   | 14. Teaching Latin and Greek using TPRS. |
| 16/11 Fri C+ | 15. Comprehensible input. |
| 23/11 Fri  | 16. How do children know if they are getting better in classics? – Progression, Marking and Assessment KS3&4 (TS: 6) |
| 30/11 Fri C+ | 17. Talking, Reading, Writing. |
| 7/12 Fri   | 18. What is GCSE teaching and how can I maximize the impact I have in the classroom? (TS 3,4 & 6) |
### Classics Education Programme: Spring Term 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1</td>
<td>RD</td>
<td>Professional Practice 1 resumes</td>
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<tr>
<td>4/1 Fri</td>
<td>RD</td>
<td>19. GCSE teaching part 2 (TS1,2,3,4) <strong>Deadline for Draft APK literature review.</strong></td>
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<tr>
<td>11/1 C+</td>
<td>RD</td>
<td>Curriculum Studies &amp; Tutorials</td>
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<tr>
<td>18/1 Fri</td>
<td>RD</td>
<td>Professional Studies &amp; Tutorials</td>
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<tr>
<td>25/1 Fri</td>
<td>RD</td>
<td>Professional Studies &amp; Tutorials</td>
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<tr>
<td>1/2 Fri</td>
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<td>20. Is A Level Classics More of the Same? – Teaching, Learning and Assessment at Varndean/BHASVIC Sixth Form College (TS: 3, 4 &amp; 6)</td>
</tr>
<tr>
<td>8/2 Fri</td>
<td>RD</td>
<td>21. How to prepare for my RPK assignment?</td>
</tr>
<tr>
<td>15/2 Fri</td>
<td>RD</td>
<td>22. Rome Trip! <strong>NOTE: PPPC form in.</strong></td>
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<tr>
<td>1/3 Fri</td>
<td>TBA</td>
<td>23. How do we get better at Teaching the Holocaust (TS: 1, 5 &amp; 8)</td>
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<tr>
<td>15/3 Fri</td>
<td>TBA</td>
<td>24. A free conference for History Mentors and Trainees.</td>
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<td>29/3 Fri</td>
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<td><strong>NOTE: PPPD form in on 5/4.</strong></td>
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End of Professional Practice 2: Spring Break

### Classics Education Programme: Summer Term 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/4 Fri</td>
<td>RD</td>
<td>Group reviews to prepare for Reflecting on Professional Knowledge</td>
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<tr>
<td>4/5 Friday</td>
<td>RD</td>
<td>Preparing for RPK and teaching ideas</td>
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<tr>
<td>13/5 Mon –</td>
<td>RD</td>
<td>Reflecting on Professional Knowledge Exit Interviews</td>
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<td>24/5 Fri</td>
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<tr>
<td>3/6-7/6</td>
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<td>Enrichment week. How can we make the most of the historical environment and all its riches? Visit to Museum of London, Temple of Mithras and the Londinium Amphitheatre (TS: 3, 7 &amp; 8)</td>
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<tr>
<td>5/6</td>
<td>TBA</td>
<td><strong>Teaching the Holocaust Day 2</strong></td>
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<tr>
<td>7/6 Fri</td>
<td></td>
<td>Course Evaluation &amp; Recommendations for QTS Published, Farewell Lecture &amp; End of ITE Celebrations (TS – Part One: 8)</td>
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<tr>
<td>w/b 17/6</td>
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<td>Progress and Assessment Board (TBC)</td>
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Amendments may be made to details and dates according to circumstances – these will include visits from guest speakers. Last year we had sessions on A Level Classical Civilisation, Teaching Greek, speaking Latin, etc. For those trainees working in School Direct partnerships please ensure you check out any specific course variations.

4.2 – The Classics Education Programme and the Teachers’ Standards
This programme – including and especially the linked work in schools, the school based assignments and set readings all prepare you to meet all of the Teachers’ Standards (DfE, 2012). The programme above identifies specific sessions where links are made to specific Teachers’ Standards (bracketed) – by attending these sessions however you are not meeting these standards – rather you are presented with the opportunity to engage with their expectations and begin to think about how you might address them. The Teachers’ Standards are there to uphold a minimum common standard for entry to the profession across the country. They are not a “syllabus” to be covered nor do they describe the lengthy and complex learning process that will lead to them. In terms of your learning, many of these are addressed implicitly or explicitly in virtually every curriculum session and will be tackled with your mentor in school nearly every week. You cannot learn to frame lesson objectives, assess pupil learning or evaluate your teaching, for example, in a one off session, nor in a one off school based task. Rather, these are underpinned by reflection on curriculum issues and pupils’ learning over time.

4.3 – Support through Canvas
Canvas is a web-based Virtual Learning Environment (VLE). It allows you to access course materials and support facilities on-line. Over the year it will contain course documentation, resources and support materials. It will also be used to send reminders and announcements and to host discussion forums. You will be set a number of tasks using throughout the year. Canvas plays a vital part in facilitating and supporting your learning both in the university and in school, it will also be an important way to keep in contact with your peers. It is essential that you login in to Canvas regularly, particularly when you are on professional practice.

You will automatically be registered with Canvas. Canvas can be used from any University networked PC as well as most PCs connected to the Internet. In the browser address field type the following address: https://canvas.sussex.ac.uk/. After logging in, the Canvas home page will appear and you will see a list of course sites. Click on PGCE Classics 2018-19 for our course site. This site is for both PGCE and SD trainees. Further information on Canvas will be given in a lecture and curriculum session. From time to time we will ask you to upload your informal assignments, good lesson ideas, your resources or specific notes relating to your Directed Tasks.

Canvas is also the primary method of communicating with subject groups when trainees are off campus. The central course VLE is called ‘Reflecting on Professional Knowledge’ and is used to send reminders and announcements and to host discussion forums. Canvas therefore plays a vital part in facilitating and supporting your learning both in the university and in school and is an important way to keep in contact with your peers. It is essential that you log in to Canvas regularly, particularly when you are away from university in school placements.

4.4 Professional Practice Tracker
The purpose of the Professional Practice Tracker is to:

- Record your progress towards the Teachers’ Standard
- Provide a focus for discussion for you and your mentor about your progress
- Assist in writing your End of Phase Reflections
- Provide a dialogue between you and your university tutor when you are in school
The Professional Progress Tracker is an online tool that uses a G-Suite (Google) account. You will be sent details of your username and password along with a link to your personal tracker document later on in the course.

The Professional Practice Tracker will be monitored on a regular basis by your university tutor and at specific points of the year by your mentor. The tracker will feed directly into your PPP reports and final RPK assessment so it is vital that you keep it up-to-date.

More specific training on how to complete the tracker will be provided in the early part of the course. As an overview, there are different sections on the tracker that you have to complete as follows:

**Weekly tracker**

- Set the agenda for your weekly mentor meeting and make brief notes (up to 150 words) of what was discussed.
- Record the strengths and targets from your officially observed lesson each week. Strengths and targets should be written exactly as worded on the lesson observation proforma.
- Record your key reflection for the week.

**Teachers’ Standards**

- On a regular basis use the tracker to reflect on and review your progress towards the Standards.
- Highlight the statements that make up each of the standards you feel you have met in the phase that you are teaching in.
- This has to be supported by evidence that you have met particular strands of the Standards ready to be discussed with your mentor twice a half term. In a typical 6 week half term this would be once in week 3 or 4 and once at the End of Phase review meeting in week 5 or 6.
- For the End of Phase Review meeting complete in advance the reflection sections on the tracker based on the overall progress you have made over the term. These reflections will populate the corresponding sections on the PPP form that your mentor will use to grade your progress towards meeting each of the Standards.

**5. Professional Practice: Success, Enjoyment and Don’t Panic!**

This is what you signed up for after all - excitement and challenge await. All the procedures, requirements etc. for Professional Practice are set out in the main Course Handbooks and you should study them carefully. The following guidance is offered to help you get the best from your time in schools.

**5.1 - Schools as driving partners in teacher education**

The schools that you will be placed with are partners with the university in your teacher education and have agreed to support you in your development as a beginning teacher. In effect, during your time in schools they will be responsible for your training experience. The university will continue to be involved in monitoring your progress but schools lead in designing, implementing your training and assessing your progress. As well as organising your classics teaching experience in the classroom, the schools also deliver their own Professional Studies programmes.

There are a number of key people in a partner school:

The Professional Tutor – oversees your experience and has a key administrative role; they are likely to be a senior teacher in the school, he/she may also be a Mentor.
Your Mentor – he/she has an oversight of your professional development in classics.

There are other key people too: the secretarial staff, the site manager, the reprographics manager, SEND co-ordinator, librarian and the ICT technician. For your own survival it is essential that you very quickly form good working relationships with these people and show that you respect them for the vital roles that they play in making the school tick.

In school, do remember that teachers are constantly busy and work under significant pressure. Though your mentor is committed to your training and you can expect every support in accordance with the course requirements, do remember the obvious: choose appropriate moments to ask for help, always express thanks to colleagues, be helpful in the department and try to smile even when you are under pressure. All of us find being observed a somewhat daunting experience – so remember to thank teachers whose lessons you are observing and make a positive comment/s about a particularly effective or interesting aspect of the lesson.

Other members of the department will play a part in your training. They will share classes, observe and give feedback and discuss aspects of classics teaching with you. Much of this inevitably happens in teachers’ ‘free time’ and you can repay this goodwill in a number of ways. Always be ready to discuss whatever is on the agenda for a lesson or meetings, have lesson plans prepared in advance (you should have the week’s lesson plans ready to be checked by your mentor and teachers at an agreed point in each week) and display initiative in researching new topics and preparing resources that you can share with the department. You can also help spread good practice – you are in a fortunate position as you will be having input from a variety of sources about Classics education and may experience some new elements of practice that some teachers may not have had access to, so be prepared to share your insights with your colleagues.

5.2 - Joining a school community
A school is an established community which has established a way of working for all of its members. Outsiders will be welcomed as temporary visitors. This can make for tricky situations for beginning teachers. So:

- In your enthusiasm for newly discovered teaching approaches don’t give the impression that you know more than the teaching staff!
- Make sure you don’t disturb the established relationships between staff and pupils. They will have to pick up the pieces when you have gone.
- Don’t use somebody else’s coffee, tea etc.
- Adopt the mores/protocols of the school during your placement. This flows over into ....

5.3 - Being professional with colleagues
This is a tricky issue to broach, as everybody means to do the right thing. However, there are some pitfalls for the unwary, so it is worth mentioning:

- If you have a serious issue with a member of staff consult your Professional Tutor or Mentor. Don’t discuss the matter with other members of staff or within hearing of other members of staff. For general moaning your Curriculum Tutor will never mind listening.
- Please never, by word, look or gesture, support a pupil in his/her grievance with a teacher. Sadly this does happen and is undermining for colleagues.
- Play your part in enforcing the school rules even if you don’t agree with them.
Always get to school in good time, don’t leave the premises during the day without agreement with the school, and don’t leave as soon as the final bell goes. It gives a poor impression, but in professional terms many issues arise and have to be dealt with after school (e.g. who looks after the pupils whose bus has broken down?).

Make a point of attending whole staff meetings as well as departmental meetings.

When you finish your school experience, make sure you have all your marking up to date and return any books or resources you have borrowed.

5.4 - Being professional with pupils

Always be professional in your dealings with pupils.

Be firm, fair and consistent with them, and make your expectations clear from the start.

Never be sarcastic or derogatory to pupils, regardless of their behaviour and try to treat each lesson as a blank sheet, in terms of your expectations, welcoming and smiling at the class to start in a positive mode.

Praise pupils whenever possible, but of course balance this by applying school sanctions for behaviour management, as appropriate.

Ensure that you are fully prepared to teach pupils, with well-planned lessons and appropriate resources.

Equally, it is very important that pupils receive feedback on any work you set them as soon as possible. Discuss timings for returning pupils’ work with your mentor, but work should not usually be kept by you for longer than a fortnight at the most.

Think very carefully about how you present yourself publically outside of teaching. Everyone has a right to a private life but all teachers are challenged to consider the appropriateness of comments or images on accessible social networking sites. Please ensure that such information is never shared with pupils.

5.5 How get the Best from Pupils

Children and young adults often thrive on routines in their lives. You need to make sure that you are watching carefully for the routines of your classroom teachers and try to match them. This is often a strain for trainee teachers as the teachers may have variations in their routines. However, the main school procedures should be common in all the classrooms.

Get to know them – look at their data. Who struggles with reading, writing, or hearing? How will you modify your lessons for these pupils? Who likes gaming? Who rides their bike to school? Who has a dog? Who is shy or extraverted? Who struggles with friendships? Think about them as people, not a class. They are mostly teenagers that you are teaching and as you well remember this is a painful time – try to empathise with their plight.

Start well – greet the pupils at the door; let them know that you are welcome in YOUR space. Smile at them and say hello. Praise the ones that are in uniform and politely ask the ones who are not to wait and get themselves together before they come in. Ask them how their weekend was if it is Monday etc.
Engage with them. DO NOT be fiddling with ICT at the front of the class and ignore them as they come in – it will not do you any good! Give them time to get organised at the start of the lesson. They need a few minutes to set up their tables with planners and pens etc.

**Use positive language.** If a pupil gives you a wrong or off-base answer say well done for trying and open it up to the rest of the class to see if they can build on the answer. Never say ‘wrong’ or ‘no’. It crushes them. If a child has been naughty the lesson before do not start the lesson by reminding them of it; leave it in the past. It is up to you as the adult in the room to build the bridges with the pupils and mend what has happened.

**Do not be scared to animate** – use excitable language like “fabulous” and “stunning”. If you need a thesaurus for this then do so and have these words flashing up on the white board when someone gets something right or has a go.

**Do not be scared to be dramatic and theatrical.** This cannot happen every lesson, however try using music while they are entering the room, dress up, and offer them a taste from the past. Engage their senses.

**Prepare and plan carefully** – you cannot possibly expect all your pupils to make adequate progress in your lessons if you have not planned for them. You need to attempt to plan for each and every one of them and anticipate where some of them may struggle or excel and plan activities with this in mind. Plan ahead and make sure that you are building in a variety of activities in the lessons to ensure that all the pupils can engage in learning that they enjoy. As a teacher we may have a preferred method of teaching, this is irrelevant, it is what the pupils require that matters.

**Help them take pride in their work** – display their work. Show them that it is valued. Give them time before a marking session to make it all nice and tidy.

**Help them with their behaviour** – this starts with your behaviour. Be positive with them; use praise as often as is comfortable. Quite often, you can steer a slightly more challenging pupil by praising their friend for what they are not doing. Stick to the school policy whenever possible, this will help you with consistency.

**Never give whole class detentions** – this is simply not fair. It will damage your relationship with the class. As a trainee teacher there is no way that hand on heart, you can say that the behaviour of an entire class is their fault. It is most definitely your fault if every child is not behaving and getting their work done.

**Do not get side tracked** – some pupils see this as a form of sport. They ask this charming and friendly new teacher a history question and they notice that they do not have to do any real learning for about 20 minutes. Praise them for their fabulous question and move the lesson on.

**5.6 - Curriculum Tutor School Visits**

The curriculum tutor normally makes a minimum of two half-day visits to each Classics trainee once before the winter break and again before the main period of professional practice ends. The focus of these school visits is to review trainee progress through a joint lesson observation with the mentor with evaluative feedback and a review of school based files and progress towards the Teachers’ Standards. Additional visits can be arranged if necessary at the request of either trainees or mentors. The purpose of a curriculum tutor visit is to provide the trainee with feedback on their progress, to identify strengths and to develop strategies for improving practice and moderate school based training. Curriculum tutor visits are therefore nearly always exclusively formative and should not be viewed as a kind of formal assessment of classroom practice.
The curriculum tutor asks trainees to identify suitable visit dates from a list circulated early in the autumn term. Once the date and time have been decided, the trainee is expected to notify the mentor and the professional tutor in school. Please note - trainees will not be visited without notice. On most school visits the curriculum tutor will observe the trainee teach a lesson. In preparation for this visit trainees should prepare a lesson plan (using the pro-forma), identify a suitable focus (linked to Teachers’ Standards) and arrange for the curriculum tutor to be guided to the teaching room on arrival. Ideally it is helpful if there is time before the lesson to discuss this focus. Following the observation, in the presence of the mentor, the lesson is reviewed and school files are checked. In the interests of moderation and professional development it is crucial to arrange a joint observation between the mentor and curriculum tutor. At the end of the visit the curriculum tutor provides a written report on the visit and the trainee is expected to email their own evaluation to the tutor and keep a copy for their records.

Curriculum tutors have two key roles:

- To check that the school is training you in accordance with the programme agreed with the university.
- Monitor your progress and support you. Support is the important word here. Your tutor will want to help resolve difficulties that may arise and offer concrete advice if it is sought. If crises occur between visits you can always contact your tutor by email or telephone and indeed should do. Problems can usually be sorted out by phone or email but your tutor will make an emergency visit to the school if that is required.

5.7 - If things go pear-shaped
If you are unhappy with your experience and you are convinced that it isn’t working out here is the procedure –
1. Contact your Curriculum Tutor and keep him/her informed of developments.
2. Re-read the Main Handbook sections on responsibilities and school experience entitlements.
3. Discuss the issue with your Professional Tutor or Mentor.
4. If there is no improvement your Curriculum Tutor will visit the school and arrange for a supervisory conference, involving the Professional Tutor, Mentor, yourself and any other parties involved.
5. The supervisory conference may result in a Support Plan – a way forward agreed by all parties.
6. Implementation of the Support Plan will be closely monitored.

5.8 - Keeping in touch
Your school placements are scattered throughout Sussex (and in some cases other counties) and each of you may well feel geographically and emotionally very isolated. Even when there aren’t any serious problems it’s good to talk. So remember the VLE discussion forum. Also, use email, texting, WhatsApp and so on to maintain informal support networks.

6. Organisation, School Tasks & Observations

6.1 – File Everything!
As with any professional training, there is a certain amount of paperwork generated during your training. It is therefore essential that you establish a system for organisation from the beginning. To help with this organisation, there are a number of different files which need to be set up:

- Curriculum File – this should contain session outlines, readings & handouts, your own notes and reflections on your curriculum sessions, as well as attempts to assess and develop your subject knowledge at the University.
- Teaching File – this should contain material from your professional practice including lesson plans, classroom resources, schemes of work, observation records, copies of pupils marked work, marked books and other school assessment materials.
• Professional Studies File – this should contain your notes, handouts and documents issued as part of your general professional studies programme on wider school issues.

• Professional Practice Tracker – this will draw on all of the above files, as well as formal ITE assessments (written assignments, observations and reports) to demonstrate your best practice and demonstrate your success against the Teachers’ Standards. You will be expected to develop this over both professional practices.

Further details on the nature of these files and their importance can be found in the main ITE course handbook.

6.2 – Plan your time
Many teachers use a planner document like this:

![Teacher's Planner](image)

These are really useful as they have a day per page for you to map out what you are doing in your lessons and help you plan ahead.

You can buy them online from: [http://www.edplanbooks.com/](http://www.edplanbooks.com/)

We are not saying that you have to buy them, but other trainees have found them indispensable in the past. Alternatively you may prefer to use an electronic diary on a tablet or laptop. The principle is the same programme in all key events and deadlines.

- **Note the key dates for assignments** (proposals, drafts and deadlines etc.)
- **Note the key dates for assessments** (progress updates, professional practice profiles and cause for concern)
- **Note the days that you may be finishing late** (mentor meetings, open evenings)
- **Build in time that is ‘holiday’** to ensure that you are not too tired throughout the year.

6.3 – Get some kit

You are unlikely to be in the same classroom every day and might often be far from a classics resource cupboard so it is worth investing in a portable classroom resource unit. Essentially a cheap toolbox. It helps to avoid distractions and time wasting by finding certain bits of equipment at the start of lessons. I recommend that you buy a cheap toolbox like this:
Things to put in your box:
- Loads of pens & pencils
- Colouring pencils & pens
- Rubbers
- Rulers
- Scissors & Glue sticks
- Highlighters
- Few calculators
- Playdough
- Blu Tack
- Board pens
- Some A4 and A5 lined paper.

These are just a few ideas of the items that can be really useful at your fingertips.

6.4 - Induction & History in Schools Tasks

Induction - Getting Started

When classics trainees arrive at the university they have an intensive induction programme which includes lectures on professional values as well as information about the classics curriculum. In addition trainees have a number of classics related tasks to complete during the induction period. Trainees are given guidance about lesson observations and are specifically asked to observe aspects of the work of the classics department. When the trainees first arrive in school, they will need some time to find their way around and become familiar with school and departmental routines, which can vary greatly from school to school. They will be anxious to settle in as soon as possible, and will also generally be very anxious about beginning to teach. Although some trainees may well have plenty of confidence and previous classroom experience in most cases it’s recommended that classroom experience be ‘fed in’ gently.

Trainees are required to complete investigations and observations during their induction week and weeks following up to the autumn half term. In following curriculum sessions trainees will be given other directed tasks to be completed in schools – these should be made available to mentors by the trainees. The trainee should discuss their tasks with his/her mentor in their first sessions together.

6.5 - Classics in Schools – Professional Practice Observations

During the first days in school you will be observing many lessons. If unprepared or insufficiently focused – the process of observing can be tedious and unproductive. It is important also to note that when observing you are NOT giving the teacher marks out of ten, writing a film script for a classroom epic, or gathering information to replicate the teacher you are observing. Instead you are provided with an opportunity to really get an insight into the teacher’s craft. To help you get the most from observing think carefully about the following:

- Plan, Structure & Focus your observations – think about what specifically you will concentrate on, how you will record the observation – timeline, classroom map, check list, events grid and what key conclusions can be drawn.
- Your presence in the room will always have an impact – how will you react to events which the teacher doesn’t notice?
- Always, always, always thank the person whose lesson you have been observing!

6.6 - Cross-Phase Visits

Those awarded Qualified Teacher Status must have the opportunity to ‘develop a comprehensive understanding of progression across, and before and after, the age range they are training to teach’. (DfE, 2018)
Alongside the work trainees develop from university based curriculum and professional studies sessions, all secondary trainees should as a minimum requirement visit one primary school as part of their professional training with a particular focus on Upper Key Stage 2. This should ideally take place in one of the primary feeder schools that work with the trainee’s main secondary placement school by February 2019 but preferably by December 2018 where teaching load is lightest for trainees.

Professional tutors and/or the secondary lead for transition usually set up these visits themselves through their contacts with local schools. Liaison between school-based trainer/trainee and the primary school contact ahead of these visits would be most useful to help make the best of the day and structure it appropriately.

**Primary whole day visit**

The idea behind visiting a primary school is to ensure that secondary trainees develop their understanding of progression across the Key Stages (KS2-3) and understand some of the issues around transition (Year 6-7). This understanding should be holistic as well as subject specific. Whilst you are visiting the primary school you will need to reflect on how this might impact your understanding of your own subject’s curriculum and teaching practices at secondary level. (specifically Year 7?) Your reflections on your primary school visit should be recorded in a written report of 1-2 pages of A4 which will be placed in your RPK portfolio. A writing frame to support your reflections will be provided.

Here are some key issues you might want to consider whilst visiting your primary school that could be reflected on in your end of visit report:

**Pre-visit:** All these help build up a sense of the purposes, practices and ethos of the school.

Read the school’s teaching and learning policy, the school website and the school’s latest Ofsted report to get a broad overview of the school and build up a sense of the purposes, practices and ethos of the school.

**Whilst you are visiting:**

Spend some of the day with a particular teacher in Upper Key Stage 2 (Year 5 and 6). If it is possible, observe a lesson in your own curriculum area. Consider:

- Methods of teaching and learning with younger children (groupings, pair work, questioning, resources, teacher versus student led learning, differentiation, use of ICT, cross-curricular work, assessment for learning)
- How teachers space the learning over the course of the day and integrate with play
- Expectations of year 6 and 7 pupils
- Teacher-pupil relationships
- Interest and motivation of pupils – rewards used, behaviour management, sanctions
- Organisation of classroom space
- Classroom and school displays
- Literacy and numeracy – how is this embedded in the lesson and/or across the curriculum?
- Look through pupils’ books – what are the expectations with regards to presentation, grammar, spelling and grammar and marking?
- Curriculum issues in particular subjects
After you visit:

If you have the chance to have a follow up day in the same primary school, take the opportunity of teaching children - possibly in small groups - some aspect of your own specialist curriculum area.

A short note of thanks to the school following each visit is usually appreciated.

Sixth Form Enhancement

There may well be a possibility for you to undertake a visit to a Sixth Form College that your school could organise for you to observe lessons either in your main placement school if 11-18 or to a local Sixth Form College. These visits might also be arranged by university based curriculum tutors as part of their Curriculum Studies programmes.

Where a visit to a Sixth Form might not be possible, curriculum tutors will incorporate inputs on the KS5 curriculum and assessment as well as wider issues regarding transition from Key Stage 4 to Key Stage 5.

7. Working With or As a Mentor

Classics Mentors bring extremely valuable experience and expertise in how to teach the knowledge and understanding and skills of Key Stage 3, 4 and 5 classical subjects, as well as the sensitivity required to mentor trainees. Sometimes the task of unpicking exactly where and how the trainee needs to focus takes time and patience but it is usually very rewarding to monitor the progress students make over a school placement. Some mentors have been faced with the “problem” of moving on a very competent student and been able to add appropriate challenge. Comments made by students evaluating the course in the past have been extremely complementary of the help and support they have received from school Classics Mentors, many of whom they consider the most important person in their development. Our work last year emphasised the following:

Evidently being a mentor is an important and challenging role. He or she is responsible for balancing and interweaving two agendas. He or she must follow through a programme which will develop all areas of the Teachers’ Standards, and all the specific historical aspects, whilst at the same time, responding to a trainee’s individual concerns and needs and wrestling with day-to-day problems (on top of a full teaching timetable and the rest!). All of this has to happen within departmental systems, structures, schemes of work and pupil targets that may be flexible, but cannot be compromised where professional standards and pupil performance or well-being are concerned. Flexibility and responsiveness are therefore crucial but in order to make sure that trainees progress properly, this must happen in the context of target setting and action planning. It is through the continuous, weekly reviews of targets and the planning of flexible, focused training experiences that trainees and mentors will get the balances right.

During the course trainees will have a series of tasks to do in school. These need to be discussed these with mentors, particularly where any discussion of reading is involved. This allows trainees to compare and contrast different perspectives. Combined with reading and experiences and reflection, this will allow trainees to develop their own views towards teaching history.
The main ITE Handbook is essential reading as it has the roles and responsibilities of the subject mentor and valuable guidance on lesson observations, feedback to student teachers and the structure and programme of mentor meetings. Important information such as dates for completion of forms is there too.

7.1 Mentor Sessions
Mentor sessions are pivotal to trainees’ success. Trainees have an entitlement to one hour of their mentor’s time every week. Allocation of this time is arranged differently in schools across the partnership, but it is important to remember that provision of the mentor hour is audited and its existence is not negotiable. To make the best use of such a brief period, experienced mentors have found that it’s useful to ensure trainees are instructed to draw up an agenda for the meeting prepared in advance, and that brief notes or ‘minutes’ should be taken during the meeting by the trainee, with targets and points for action noted – this should all be recorded in their Professional Practice Tracker.

Trainees should prepare for each meeting in advance by:
- Identifying the suggested focus for the week using the programme (below), and confirming agreement with their mentor. This programme is flexible and trainees or mentors can negotiate another focus to meet individual needs at any time.
- Reflecting on their progress against the Teachers’ Standards since the last mentor meeting using the Professional Practice Profile.
- Reflecting on the overall school based training over the past week.
- Reviewing what progress has been made towards current targets during the week, with reference to lesson evaluations or other sources.
- Agreeing an agenda for the meeting with the mentor in advance of the meeting.

During the meeting trainees should update their Professional Practice Tracker by:
- Highlighting the relevant, agreed upon statements that best reflect their progress against the Teachers’ Standards after discussing this with the mentor. Note where the evidence can be found that demonstrates the progress made.
- Keeping a summary of key discussion points.
- Identifying targets (coming out of the discussion) for the forthcoming week and strategies for achieving them.
- Complete a ‘To Do’ list as required.
- Share the Professional Practice Tracker with the mentor

After the meeting trainees should:
- Make additional comments on progress if requested.
- Ensure the on-line Professional Practice Tracker has been updated

Inevitably, much of the time in mentor meetings will be used to review lessons or parts of lessons already taught and to plan those of the week ahead: however, it is important that wider pedagogical and professional issues related to the teaching of classics are also regularly addressed. These will arise from trainees’ current experience, but will also be suggested by the content of the University and the School Professional Studies programme and the University curriculum sessions, as well as by the curriculum directed tasks set by the curriculum tutor and the Curriculum Assignments. Examples of such issues might be a consideration of how to develop and improve pupils’ essay writing skills in Classics; how to encourage pupils to understand the concept of ‘bias’; how pupils’ pre-conceptions about periods in the past might be recognised and constructively challenged, etc. This professional dialogue is important both for the trainee and mentor. Therefore mentors and trainees might additionally discuss and comment on any or all of the following:
- talking through a key issue Classics teaching (see suggested calendar below);
- explore an area of substantive subject knowledge;
• discussing one or two particular difficulties in much more depth, devising training experiences to help overcome these;
• discussing work that will contribute to a written assignment;
• checking the subject knowledge audit and suggesting ways of making good any gaps;
• Feeding back from lesson observations – please note that Mentors need to complete one lesson observation per week after the Autumn Half Term using the official observation schedule. These can be downloaded from: http://www.sussex.ac.uk/education/ite/forms

7.2 – Key Mentor Information
The calendar below originally drawn up in conjunction with experienced mentors offers a framework for mentor meetings - recognising the individual needs of the trainee, the practicalities of school based teacher education and opportunities to develop a deeper understanding of the Classics curriculum. Recommendations for key readings for mentors and trainees are provided as guidance only but there a number of specific materials and reminders which might prove useful:

Firstly mentor training meetings. These are crucial and are planned as follows:

7.3 – A Recommended Programme of Mentor Sessions during Professional Practice

7.4 – Professional Practice 2

Professional Practice 2
Trainees begin Professional Practice 2 on the 25th February

Mentors should still receive a one hour mentor meeting over these weeks as well as a lesson observation. The focus of the sessions should aim to stretch, challenge and extend the trainee. Ideally the trainee should have at least 12 hours of teaching. This might include different subjects, supporting revisions sessions, offering mentoring or intervention, visiting feeder primary schools. The aim will be to enhance the trainee’s experiences and push them to be outstanding. As such the OfSTED evaluation schedule should be used to develop the impact of trainee’s teaching on pupil learning.

7.5 The Role of the Mentor

‘The single most important thing in the whole P.G.C.E. course was the relationship with my mentor’

‘It is the quality of the Mentor that makes or breaks the course.’

These two comments made by trainees reflect the changes in teacher training and clearly demonstrate the vital role of the mentor. They also have serious implications about the importance of consistency.

Since we are always so dependent upon personalities when working within the education arena, it would be impossible to expect every mentor to provide exactly the same tenor of training to every trainee. Indeed, one of the great strengths of the schools/university partnership lies in the variety of gifts of individual mentors. In addition, the diversity of departmental management and resources, along with the diversity of school ethos would make a mockery of any attempt at uniformity of experience.

However, the following are entitlements, uniform to all trainees:

replacement for

a) a minimum of one hour per week to be spent with the mentor, ideally within the school timetable, with minimal interruption, at the same time each week;

b) the pace of introduction to whole-class teaching to be similar in each training establishment and follow the guidelines outlined later in this handbook;

c) **One written** observation per week. These and all other observation by mentors (and other colleagues involved with the trainee) be regular, accompanied by clear verbal and written feedback;

d) a broad code of conduct to be followed in both the ways that observation is made and in the feedback given (see section on Observation);

e) mentor meetings to follow the calendar of sessions provided. This schedule includes time for (i) the trainee’s individual needs; (ii) blends, where practicable, with the university’s curriculum programme; (iii) enables the PPP to be used effectively; and (iv) provides opportunities for wider professional development, especially in the Summer Term during enhancing professional practice;

f) review and agree on the trainees self assessment of their progress against meeting the Teachers’ Standards using the Professional Practice Tracker. Targets between mentor and trainee to be jointly set and reviewed, according to these dates and in order to dovetail with the university programme;

g) every attempt to be made to assess trainees in a uniform manner, where possible including any mentor moderation procedures available and joint observation with the curriculum tutor;

h) trainees to be allowed - at the discretion of the mentor and HoD - some room to experiment with innovative methodology (which may at times interrupt the departmental schemes of work);

i) opportunities (one or two lessons per week) to be made available for trainees to continue to observe other colleagues (Classics and other subjects), provided that the timetable can accommodate this. Arrangements for this observation should be made primarily by the trainee (on the advice of the Mentor and Professional Tutor) and should form part of the maximum recommended trainee timetable load;

k) trainees to be challenged by mentors if they appear to be reaching a plateau in their professional development;

l) good communication to be maintained between the mentor and the curriculum tutor, by email/phone and all relevant documentation to be sent by the relevant dates. As part of this - mentors should attend termly mentor meetings with the curriculum tutor.

### 7.6 Induction to Professional Practice

A trainee’s induction is very important and forms the basis for their whole training. In addition to helping trainees to complete their induction tasks mentors should also ensure that by the end of the week they have completed the following tasks.

**Induction Checklist**

**By the end of the induction period, please ensure that your trainee(s):**

- **Has copies of or access to:**
  - the school staff handbook (staff lists, whole school policies, plan of the school, school calendar, school management structure, lines of responsibility, school guidelines/rules/sanctions procedure)
  - school prospectus
  - departmental handbook
  - appropriate pupil data
  - their programme and timetable for PP1
• Has been introduced to
  - the Headteacher, Professional Tutor
  - departmental/faculty colleagues
  - staff in school office, resources, librarian
• Understands rules and procedures concerning
  - health and safety, staff absence
• Is clear about
  - the nature of the school day
  - the time they need to arrive
  - where their pigeonhole or locker is
  - parking arrangements
  - any (un)written rules about staff appearance, dress or conduct
  - areas where they can do their work
  - how to access ICT resources for lesson preparation
  - coffee, lunch and staff-room procedures
  - any meetings they need to attend
  - anything they need to do before coming into school the next day/week

Introducing your trainee

Please remember that trainees should not be introduced to the class as ‘students’ or ‘trainee teachers’, even though we all know that pupils will very quickly work this out, as this can undermine their status in the eyes of pupils. Trainees could be introduced as ‘a new teacher’ instead.

7.7 - Working with other colleagues in the department

Although it is normally good practice for trainees to work with other members of the department, problems have arisen when trainees have had to work with too many colleagues and/or colleagues who are not familiar with the Sussex partnership requirements. It has therefore been agreed that:
• trainees should not be directly trained* by more than three teachers in the department, (*i.e. not be observed by and receive professional feedback from), including the mentor. Trainees can of course observe and take lessons for more than three members of the department. **NB. if other colleagues observe trainees formally, they must use the standardised observation schedule (see main handbook). Mentors should formally observe at least once a fortnight.**
• Colleagues involved in teacher training (i.e. in observing trainees, giving feedback etc.) should have a meeting with the mentor at the start of the academic year in order to review requirements and procedures.
• Key pages of this handbook and copies of the lesson observation proforma should be photocopied and given to those colleagues involved in ITT.
• **At least 50% of allocated lessons in timetables should be in the mentor’s classes**

Clearly, restrictions imposed by timetabling may make this difficult, but mentors are urged to adhere to these guidelines as closely as possible, in order to provide a coherent and consistent experience for the trainees.
7.8 - Approaches to Mentoring

Here are some detailed suggestions for integrating the trainee teacher into the timetable, not only during the early weeks of the placement when team teaching is essential, and teaching a whole class alone would be inappropriate, but also later in the placement, when traditionally the mentor has pulled out of the classroom and left the trainee to teach on his/her own.

The 'Slice of Cake' Training

This is where the trainee, after perhaps a week's observation, takes a 'slice' of the lesson, for example, just the register, or the packing away procedure, or the introduction and/or execution of one exercise in the lesson. The mentor should prepare the trainee for the 'slice' several days in advance, giving advice on technique and warning of common pitfalls. Afterwards, the mentor should encouragingly debrief the trainee, and plans should be made to repeat the slice with appropriate improvements. This methodology is so important since it avoids the common problem of giving the trainee a whole lesson to teach after several periods of observation, only to find that there is so much to criticise that the trainee feels completely demoralised. Learning to teach 'slices' of a lesson permits gradual progression as well as bridging the sometimes rather awkward gap between endless non-participative observation and whole-class teaching.

'Driving Instructor' Training

This can be one of the most effective methods of training during the early days of a trainee's experience. Essentially, the trainee takes part or all of the lesson while the mentor observes and assists as appropriate. Where things are not going quite so well (e.g. a group of pupils are getting away with misbehaving or the trainee is clearly not allowing enough time to pack away), the mentor makes a discreet comment to the trainee. The trainee then acts on the advice. By acting on the advice whilst teaching, trainees tend to learn from this experience more effectively and they feel much more confident about applying their experience on the next occasion when it is required.

Teaching Independently

- Teacher A supports weaker pupils, teacher B supervises the rest of the class.
- Teacher A assists pupils who have been absent and need to catch up on work missed, teacher B supervises the rest of the class.
- Teacher A works with a group of more able pupils (e.g. teaching grammar), teacher B supervises the rest of the class.
- Teacher A gives speaking and listening practice to a specific group of pupils, teacher B supervises the rest of the class.
- Teacher A conducts a small group speaking and listening assessment, teacher B supervises the rest of the class.
- Teacher A takes a small group of pupils to the computer network room, teacher B supervises the rest of the class.
- Teacher A takes a group of pupils to another area of the school to make a video or prepare a drama sketch/interview, teacher B supervises the rest of the class.
- Teacher A deals with more 'difficult' (i.e. poor behaviour) members of the class, teacher B supervises the rest of the class.
- Teacher A helps small group/individuals with intensive G.C.S.E. preparation or 'A' level, while teacher B works with the rest of the class.
- The mentor teaches to the trainee's lesson plan; strengths/weaknesses that are less like to concern class management difficulties are then discussed in the debrief. Trainees can learn much from this method.
• Teacher A teaches while teacher B records observation data for the purposes of researching an area in which one or both teachers have a particular interest.

Team Teaching

• Teacher A delivers just one clear-cut element of the lesson (especially if it is perhaps more 'adventurous' and/or requires excessive preparation), teacher B takes on the whole of the rest of the lesson.
• Teachers A & B conduct different elements of the lesson. For example, teacher A takes register and gives feedback on homework. Teacher B introduces theme of lesson and new teaching point. Teacher A consolidates work on the whiteboard and so on. The teacher not involved in the presentation at any given moment ensures that pupils are paying attention, deals with any potential problems, helps slow learners, etc.
• Teachers A & B perform a 'double act' by reading out a dialogue from the textbook or worksheet to demonstrate it to the class. Half the class could repeat after teacher A, the other half after teacher B.
• Teachers A & B perform a 'double act' in order to demonstrate a rôle-play or information-gap exercise before the pupils attempt it.
• Teachers A & B perform a 'double act' by reading a dialogue or having an *impromptu* conversation from which pupils have to for example fulfil speaking and listening assignment.
• Teachers A & B perform a short drama sketch, e.g. teacher A pretends to have lost his/her bag, whilst teacher B plays the role of the police officer, asking questions. The class (who have previously examined the contents of the bag whilst teacher A was out of the room) then decide whether the bag belongs to teacher A or not. Such an example may be a stimulus for drama, creative writing, or part of speaking and listening assignment.

These techniques should benefit the pupils by offering them more variety and individual attention. They should also benefit the trainee by allowing a progressive development of teaching skills based on practice and evaluation/feedback and, not least, they should benefit the mentor by enabling him/her to develop new techniques and materials, encouraging a less stressful environment and allowing a rare opportunity for reflection upon his/her own teaching style.

In addition to ensuring all trainees meet the Standards, it is vital that a mentor also differentiates the training to match the needs of individual trainees. Usually trainees who are struggling get a lot of support from their mentor. However, able trainees can be just left to get on with it. Wherever possible differentiation enables trainees to extend their expertise and offers them appropriate challenge. Below are some suggestions to mentors for **challenging** you! Do discuss any ideas for challenge you have with your mentor and curriculum tutor. Both may have other good ideas.

### 7.9 - Differentiation for Trainees

- **Intellectual challenge** for the able trainee
  For example, can your trainee produce a suitable revision programme for post-sixteen examination classes? Or research and present to the department the latest research findings on a relevant aspect of Classics teaching?

- **Pedagogical challenge** for the able trainee
  For example, can your trainee present a series of lessons to the department that use a range of innovative learning styles? Or find stimulating ways of helping children address key skills on the computer?

- **Subject Knowledge challenge** for the able trainee
For example, can your trainee become an ‘expert’ on a relevant area of the curriculum and provide background information for the department to use.

- **ICT challenge** for able/advanced trainee
  For example, can your trainee create a website? Set up new links with other schools? Produce departmental electronic systems for assessment purposes etc.

- **Extra support** for the ‘cause for concern’ or ‘at risk’ trainee
  For example, in what areas is your trainee experiencing problems? Can you set up a programme of extra support within your department to address these? Do you need additional help from the university in the form of a support tutor and implementing a support plan? If the latter, please contact the History curriculum tutor as soon as possible (see also assessment and ‘at risk’ section).

7.10 - Observation and Feedback

Lesson observation and feedback are probably the most important keys to the successful development of the trainee. Written feedback should be given whenever possible, along with an opportunity for dialogue. Formal observation sessions should be carried out on the observation proformas provided (see main handbook).

**At least one observation per fortnight must be by the mentor. At least 50% of timetable must be with mentor’s classes to ensure suitable opportunities for observation.**

One of the best times to exploit honest yet encouraging, quality, constructive feedback is during the period in October/November when the trainee is responsible for parts of lessons only. Mentors are then able to focus on one or two issues, e.g. pupils talking during the register, a quiet speaking voice etc., suggest remedial action and then comment on the remedy in action during the next lesson. Unless the trainee is a highly experienced already, observation feedback that begins only when the trainee has taken the whole lesson will often have too many issues to address at once and so prove daunting and demoralising from the trainee’s point of view.

It is very important to discuss the focus of your observation when planning a lesson with a trainee, even if your observation is to be of a general nature. This offers the trainee more security. Clearly, to say that you are going to focus on the use of resources, and then spend most of the time talking about class management, is not helpful.

Following a consistent approach for each observation debrief helps the trainee to reflect and accept praise and criticism as necessary:

- Give the trainee an opportunity to say how he/she felt the lesson had gone;
- Start with a positive comment;
- Try to discuss specific elements of the lesson rather than making broad generalisations;
- Try to link comments to the standards and subject-specific evidence descriptors;
- Make sure targets are clear, realisable and supported by suggested strategies;
- End on a note of encouragement (even if the lesson has not gone too well).

Where there are serious concerns, e.g. you may have a trainee who is excellent in the classroom yet turns up late each day or is dressed inappropriately, it is better to discuss these concerns privately outside the context of the lesson observation.

Please remember that trainees must be observed throughout. Many competent trainees tend to be left to their own devices and can reach a plateau around February. This category in particular needs to be observed and challenged (e.g. in the use of assessment, ICT etc.). Towards the end of the practice,
observation sessions may tail off in order to allow the trainee greater autonomy, but they should not disappear altogether.

Please try to provide opportunities for the trainee to continue to observe you and other colleagues, and to discuss analytically what they have observed.

Finally, mentors should be aware of pastoral issues that tend to emerge in the course of such a stressful year. Below are the main pastoral concerns of trainees in recent years:

- Emotional problems – breaking up with partners
- Financial worries – lack of grants and very restricted travel allowance
- Being expected to teach too much too soon
- Insufficient access to resources and photocopying facilities
- University pressures – essays and presentations
- Lack of self-confidence when dealing with established staff

7.11 Target setting

Target setting is crucial to trainee development. The targets are the result of issues raised by trainee and mentor – between you, you negotiate what is included.

Good targets are precise and have a clear focus in moving you forward. Equally important are the strategies to help you meet the target. It is no good saying that your target is to improve lesson starts and that the strategy is to improve lesson starts!

The following questions and advice are to help you with this important area:

- Setting targets:
  - What is the area I need to work on?
  - What evidence have I got that there is a problem to work on?
  - Am I sure that is the real problem (e.g. poor behaviour may seem the problem, but the cause of the poor behaviour may be lack of clarity in your instructions, a lack of/too much challenge in your classes, a failure to engage pupils at the start of a lesson etc!)
  - If the target seems very broad, ask why you want to focus on that area (see below)

<table>
<thead>
<tr>
<th>Broad Target</th>
<th>Possible reasons WHY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Differentiate lessons</td>
<td>To ensure materials are accessible to all</td>
</tr>
<tr>
<td>Improve classroom management</td>
<td>To identify different types of thinking required in lesson and judge how appropriate and challenging this is for 7W</td>
</tr>
<tr>
<td></td>
<td>To identify prior knowledge and understanding so you can identify where to pitch the lesson</td>
</tr>
<tr>
<td></td>
<td>To identify where the difficulties are in the lesson and provide scaffolded learning to overcome these</td>
</tr>
<tr>
<td></td>
<td>To engage pupils attention at the start</td>
</tr>
<tr>
<td></td>
<td>To sustain pupil interest and motivation during the main section of the lesson by providing shorter activities to provide pace</td>
</tr>
</tbody>
</table>
To ensure that all materials are accessible to all but still present a challenge to motivate pupils
To deal with instances of pupils calling out more firmly

Devising strategies:
- These need to be practical
- You need to be able to show that something concrete has happened (e.g. a lesson has been observed, notes of a discussion etc.)
- They need to be precise
- They need to have a clear purpose

Below are possible examples of targets and strategies:

Example One

The Problem
You are mid-way through the term. Lesson observations from your Curriculum Mentor and other departmental colleagues suggest that you are sometimes explaining new material rather too quickly and some groups of pupils are becoming confused. This is confirmed by your own lesson evaluations where you have identified a need to plan more opportunities for revisiting and reinforcement in your lessons. Your mentor suggests that this is as much about assessment and learning outcomes as pupils are not clear what they are supposed to be doing and why. You are also a bit disillusioned by the lack of pupil responses in the classroom.

<table>
<thead>
<tr>
<th>Target</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearer and more thorough explanations appropriately paced so as to maintain pupil concentration for longer periods.</td>
<td>Analytical observation of two lessons by Mrs Teacheswell – a Latin teacher in the department who is particularly good at introducing new material especially new language features.</td>
</tr>
<tr>
<td>Development of a wider repertoire of techniques for revisiting and reinforcement of knowledge and understanding.</td>
<td>Your bottom set Year 8 is about to begin work scripted Latin from <em>Minimus</em>. Whilst planning their sequence of lessons, devise a minimum knowledge and understanding that they must develop to get the most out of the lively role-play at the end of the sequence. Devise and implement a range of techniques to ensure that their knowledge and understanding is being constantly reinforced to meet the minimum you require.</td>
</tr>
</tbody>
</table>
Evidence that you have met this target:
- Observation and discussion with Mrs. Teacheswell
- Lesson plans including use of ideas gained from observation; lesson observation by the Year 8’s usual teacher; your self-evaluations; assessment evidence; discussion with your Curriculum Mentor.

Example Two

The Problem

It is near the end of your professional practice. It is clear from lesson observations and pupils’ work that you are not challenging the middle and more able in their independence when translating their Latin text. The less able never seem to be able to complete a translation. The Year 9 mixed ability class is getting restless as they are working at a pace similar to that at the beginning of the year, though you are actually working with resources provided by the department. This is as much about your own understanding of progression in the ways pupils operate, as it is to do with the resources available to you within the department.

<table>
<thead>
<tr>
<th>Target</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gain a clearer understanding of progression about pupils’ ability to work with translations.</td>
<td>Go back to the JCT articles which offer ideas on working with the Cambridge Latin Course. Pick out two ideas the pupils have not been asked to use before, such as the differentiating vocab further for the weaker students (allowing them to work at the same pace as the rest of the class) or using PowerPoints in an effective way. Write down what a Year 9 pupil should be able to do with translations.</td>
</tr>
<tr>
<td>Plan a sequence of lessons which will extend the majority of pupils in their work with their translations.</td>
<td>Create some materials for use on a lesson around one Stage of the Cambridge Latin Course for your Year 9 class which shows clearer progression in the demands made of pupils’ translations.</td>
</tr>
<tr>
<td></td>
<td>Do a short presentation to the department about your findings.</td>
</tr>
</tbody>
</table>

Evidence that you have met this target:
- Notes from reading
- Lesson plan incorporating new ideas
- Observation and self-evaluation of lesson
- Pupils’ work from lesson
- Feedback from departmental meeting in the minutes
- Discussion with your mentor.

7.12 Support Plan Procedure

One of the greatest challenges for a mentor is the shift of emphasis from being a ‘supportive advisor’ to a ‘summative assessor’. Being honest at all times with your trainee is crucial. Liaising with the Professional and Curriculum tutors is also important, especially if you have any doubts about the trainee’s competence.
Mentors need to use the Professional Practice Tracker and consider what should the trainee be achieving for the relevant stage of the course:

During the each half term consider if any of the following clearly evident?

a) the trainee’s attendance, punctuality and dress are poor.
b) the trainee demonstrates very little interest in, or rapport with, pupils.
c) the trainee on several occasions fails to meet deadlines with respect to reasonable requests from yourself or colleagues in the department (e.g. fails to prepare an activity for small group work).
d) the trainee shows little interest in the life of the department (i.e. resources available, routines, day-to-day procedures).
e) the trainee fails to establish a working relationship with yourself and/or your colleagues.
f) the trainee seems to express excessive concern about teaching an entire class.
g) the trainee demonstrates a poor professional demeanor, often indicated by bad manners and an impolite attitude towards established staff.
h) the trainee fails to respond to the professional advice given by mentors.
i) the trainee demonstrates insufficient subject knowledge.

This list is not meant to be exhaustive, but it may help new mentors in particular. If any of the above signs are evident, it is important to contact the Curriculum tutor as soon as possible. It is better to be over-cautious than to let problems continue until the last minute. Please use the form for the support plan in the main handbook if you wish to put your concerns in writing. Finally, remember that for a trainee, being put on a support plan may be seen as a sign of failure, so before this is done formally, it is important to discuss it fully with the Curriculum tutor.

8. Academic Assessment

Whatever your prior academic performance, all assignments need to be completed to a competent level. To help you with this, there is a full explanation of each task and the marking criteria in the main course handbook. All assignments are requirements for successful completion of the course linking QTS with academic expectations. All assignments are opportunities to think at a deeper level about many of the issues we cover in university sessions, and are a vital component of good professional practice.

Note that good written assignments will:

- Be clearly and coherently presented with careful attention to technical accuracy (spelling, grammar, footnotes, bibliography etc.)
- Where applicable, show a clear understanding of the nature, purpose, content, structure and concepts of the discipline and teaching of history, making appropriate references and links to the National Curriculum and 14-19 specifications
- Show evidence of reflection upon classroom experience. In particular, referring to pupils’ work to inform observations
- Draw upon the recommended reading about the teaching and learning of history to critically inform your comments
- Weave together theory and practice

What does weaving theory and practice mean?

The assignment will contain practical examples of classroom work combined with reflective commentary. These can be merged or presented separately. However within your commentary it is vital that you link theory and practice explicitly. This means organising your ideas around some structure or rationale. Sometimes it will help to draw on the theoretical ideas of others, whether this be QCA guidance, articles, research evidence or departmental policy.
Below are examples that weave theory and practice together:

- **These particular examples of the uses of sources in the Ancient History classroom demonstrate two possible pitfalls that can limit pupils’ learning.** I observed a number of pupils slipping too quickly into an easy identification of bias or unreliability in a source, on the basis of simplistic criteria about the source’s provenance. This led to countless sources being written off as unreliable. The need to encourage pupils to construct tentative accounts based on the fragmentary and imperfect sources available to them has been cogently argued by Byrom (1998). Byrom demonstrates......

- **One of my main aims in planning for pupils’ extended writing based on Daily Roman Life (WJEC, Roman Civilisation Topics) was to help pupils to structure their answers by distinguishing between general conclusions and particular details.** I found it extremely useful to draw on the ICT workshop of Hunt (2015) in order to plan the PowerPoint element of the lesson to focus in on a number of relevant issues in more detail. Hunt suggests that......

- **The benefits of enquiry or ‘big’ questions has been effectively demonstrated by Riley (2000).** He states that.......Using these criteria, it becomes obvious that the reason for the poor quality of pupils’ work stems from a lack of clarity about the purpose of the task they were set. Therefore, using Riley’s ideas, a better way forward would be to......

Here theory and practice are woven together in a clear and helpful way. Notice too that the commentary focuses very precisely on what exactly is going on in the lesson, particularly helpful is the emphasis on very specific conceptual areas within the subject. Bland statements that pupils found source work or essay writing difficult or weren’t motivated are not very helpful. Articulating precisely what you are trying to teach and the specific issues that arose will be of far greater benefit to you.

**9. Secondary PGCE Classics - General Reading List**

Individual reading lists will be provided for each week for session topics to be covered. Guidance on developing subject knowledge is available as part of the subject knowledge audit on the VLE

Articles from The Journal of Classics Teaching:

- Cresswell, L. (2012), Personal Responses to Catullus at GCSE, The Journal of Classics Teaching, Number 25, pp. 11-13
- Lawrence, C. (2014), Drinking from a Kylix...and Other Ways of \bringing the Past Alive, The Journal of Classics Teaching, Number 30, pp. 6-8
- Natoli, B. Flipping the Latin Classroom: Balancing Educational Practice with the Theory of eLearning, The Journal of Classics Teaching, Number 30, pp. 37-40

Language Acquisition

General:

Secondary teaching pedagogy
Links
AQA Exam Board  http://www.aqa.org.uk/subjects/classical-civilisation
OCR Exam Board  http://www.ocr.org.uk/qualifications/by-subject/classics/
Eduqas/WJEC Exam Board  http://www.educas.co.uk/qualifications/latin/
TES  https://www.tes.com/
Guardian Education  https://www.theguardian.com/education
The Classical Association  http://www.classicalassociation.org/teaching.html
Main Sussex website  http://www.sussex.ac.uk/students/
Student Union website  https://www.sussexstudent.com/

Classics Specific Websites (A Small Selection)
www.bbc.co.uk/learning/subjects/history.shtml - useful site, but needs some thought about how best to use it in the classroom
https://www.cambridgescp.com/ - the gateway to Latin provision in schools! CSCP also offers free weekend residential courses aimed at non-specialists teaching or wishing to teach Latin at KS3 or KS4 as well as the annual summer conference
http://www.classicsteaching.com/ - designed for teachers and would-be teachers of Classics in schools in England. It includes guidance on the different routes into Classics teaching in England, information about teaching Classical subjects, and research into Classics teaching
www.channel4.com/history/index.html - has some interesting material but not as school friendly as the BBC site
www.historylearningsite.co.uk - contains a lot of good information, but you need to think carefully about how to use this in the classroom
https://hands-up-education.org/ - new from the team that ran the CLC. Online Latin (primary) and Greek (secondary) resources
www.jact.org/ - JACT exists to promote the interest of the Classics in schools and colleges, and to support teachers. It has a world-wide membership. PGCE students can join for the first year free. All Associate Members receive the Journal of Classics Teaching. Full and Student Associate Members also receive Omnibus automatically.
www.johndclare.net/AncientHistory.html - an excellent Ancient History revision site. This focuses on the OCR GCSE Ancient History course and covers: Alexander the Great; Hannibal, and; Agrippina
www.nationalgallery.org.uk/paintings/titian-bacchus-and-ariadne - this gives you access to the paintings of a Classical nature (such as the Titian of Bacchus and Ariadne) in the National Gallery, so good for visual stuff and doing source work with pupils
www.schoolhistory.co.uk - contains a lot of lesson plans and resources – useful but you can probably produce better materials
www.schoolhistory.org.uk - useful site with lesson plans, resources, simulations etc.
www.theclassicslibrary.com/ - The site for Classics teachers everywhere to share news and resources, promote events and teaching positions
www.thinkinghistory.co.uk – useful range of practical activities and role plays
www.britishmuseum.org/ - the British Museum website
www.museumoflondon.org.uk/london-wall/ - the Museum of London website
http://sussexpast.co.uk/properties-to-discover/fishbourne-roman-palace - visit Fishbourne Roman palace – Book II of the CLC.
http://www.vindolanda.com/ - fancy a stroll along Hadrian’s Wall?
Know your acronyms (KYA)

Education is littered with acronyms. Here are a few to start you off.

ADHD – Attention Deficit Disorder
AEN – Additional Educational Need
AFL – Assessment for Learning
AHT – Assistant Headteacher
ASD – Autistic Spectrum Disorder
APK – Applying Professional Knowledge
APS – Average Point Score
ASD – Autistic Spectrum Disorder
AUP – Acceptable Use Policy
BFL – Behaviour for Learning
BSD – Behavioural and Social Difficulties
CAMHS – Child and Adolescent Mental Health Services
C4C – Cause for Concern
CATs – Cognitive Ability Tests
CLA – Children Looked After (replaces LAC – Looked after Child)
CP – Child Protection
CPD – Continuing Professional Development
CS – Curriculum Studies
CT – Curriculum Tutor
DfE – Department for Education
DHT – Deputy Headteacher
DST – Directed Study Time
EAL – English as an Additional Language
EBD – Emotional and behavioural difficulties
EBI – Even Better If
EPK – Exploring Professional Knowledge
EWO – Education Welfare Officer
FFT – Fischer Family Trust
HAPs – Higher Ability Pupils
HI – Hearing Impairment
HLTA – Higher Level Teaching Assistant
HoD – Head of Department
HoY – Head of Year
ITE – Initial Teacher Education
ITT – Initial Teacher Training
LAPs – Lower Ability Learners
MAPs – Middle Ability Learners
MLD – Mild Learning Difficulties
NATE – National Association of Teachers of English
NASUWT – National Association of Schoolmasters and Union of Women Teachers
NEET – Not in Education, Employment and Training
NLT – National Literacy Trust
PP – Pupil Premium (previously FSM – Free School Meals)
PPA – Planning, Preparation and Assessment (on a teacher’s timetable)
PPP – Professional Practice Profile (terminal professional practice assessments written by schools)
PS – Professional Studies
PUR – Progress Update report
RAISE – Reporting and Analysis for Improvement through Self Evaluation
REV – Review Time
ROE – Record of Evidence
RPK – Reflecting on Professional Knowledge
SATs – Standard Attainment Tests
SEF – School Evaluation Form
SENCO – Special Educational Need Co-ordinator
SEND – Special Educational Needs and Disability
SIMS – Schools Information Management System
SKA – Subject Knowledge Audit
SKE – Subject Knowledge Enhancement Course
SLT – Senior Leadership Team (SMT – School Management Team)
SpLD – Specific Learning Difficulty
TA – Teaching Assistant
TT - Timetable
VLE – Virtual Learning Environment
WWW – What Went Well

NOTES:
NOTES:
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