

PGPA 2021 - 22

***Information for schools and students***

27th September 2021 – 28th January 2021

Professional Practice Handbook

Primary & Early Years



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# Aims of the Handbook

This handbook is a guide for students in the Department of Education and Childhood and mentors in our partnership schools. The information in the handbook can also be found in a number of other electronic or paper sources and the document provides links to the definitive data sources wherever possible.

Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information, please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

This document contains information which is specific to both Primary and Early Years PGCE PGPA – the first placement.

The document is intended to support both students and placement schools and should be read by both prior to the commencement of the placement and then referred back to throughout the student’s time in school.

# Key Contacts

|  |  |  |
| --- | --- | --- |
| Name | Position | Contact |
| Laura Manison Shore | PGCE Primary and EY Programme Leader | 0117 328 7351 laura.manisonshore@uwe.ac.uk |
| Alistair Law | Primary Phase Partnership Manager | 0117 328 1802 alistair.law@uwe.ac.uk |
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| Professional Practice Office | Primary Partnership | 0117 328 4143 partnership@uwe.ac.uk |

# Placement Documentation

All placement documents can be accessed via the following link to our website: [go.uwe.ac.uk/rvcnr](https://go.uwe.ac.uk/rvcnr)

The UWE Training and Assessment documents will be accessible via the link above, included is the document that contains all the information about how to assess students during placement.

# Module team information

Many expert colleagues contribute to this module curriculum, not just those working at UWE, including Senior Mentors and Class Mentors in schools. Other colleagues from partner schools may input specialist knowledge to the learning, for example Special Educational Needs Coordinators, Senior Leadership Team members, Safeguarding Leads, and Pastoral Leaders.

External examiners from other institutions are appointed to each module to act independently and work with the module team in the management of threshold academic standards. Information is available about the [external examiner appointed to this module](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/Extnl_Exam_Allocation_to_Mods.pdf).

# Module enhancement

We are a flexible and reflexive programme and work hard to respond to the feedback of our students. If you have any innovative suggestion as to how the module might be improved for future cohorts, please do let us know!

The Professional Practice modules, otherwise referred to as your ‘school placements’ are, quite obviously, a critical component of the vocational programme experience. We are constantly seeking to enhance this provision, through mentor training, close partnership communication, and steering groups of key stakeholders. Most recently, for example, the lesson observation and planning proformas were redeveloped as a result of these consultations to better meet the needs of ITE student teachers.

## **Aims and Distinctive Features**

Professional Practice modules constitute the majority of your time studying on our PGCE programme and are the location of much learning. This learning is guided by expert input, experience, reflection and independent study – and is complimented by the centre-based sessions you encounter too. On Professional Practice, it is particularly important to us that you have the opportunity to ‘learn how to…’ employ or operationalise the knowledge that you have gained while centre-based to positively impact on the progress of your pupils.

The five aims of this module are stated as follows:

|  |
| --- |
| * Develop students’ ability to demonstrate and evaluate effective, evidence-based, practices in learning and teaching to support all learners to make good progress.
* Support students to apply their knowledge and understanding of key subject-focused concepts, curriculum and pedagogical approaches, and to be able to evaluate and plan for learners’ needs and successes.
* Provide students with opportunities to develop their understanding of child/adolescent development, diverse needs, and the contexts of learners’ lives, to learners’ social, cultural, emotional and academic development.
* Support students to develop effective communication skills and the ability to build respectful, positive, relationships with children and adults.
* Develop students’ understanding of the professional responsibilities of teachers and support them to apply appropriate professional skills, understandings and behaviours, identifying their ongoing professional needs.
 |

## **Curriculum**

The PGCE is conceptually organised in three progressive phases – first, we expect you to **engage** with aspects of education, then build confidence **embedding** these in your own practice, before considering how to **enhance** the experience of your pupils. The first Professional Practice module allows you to **engage** with the profession and build confidence and competency quickly, while Professional Practice B then asks you to **embed** and **enhance** this learning as you develop, and latterly secure the skills to be a successful early career teacher.

While centre-based, a short series of module sessions provide both statutory and professional content to ensure you are prepared to meet the standards of practice expected within the typical secondary school. These are listed below against the programme phase in which they are delivered. For these sessions there is not necessarily a standard delivery format – some may include lecture and seminar input while others may be external and independent in nature. Do check the session-specific information below and ongoing communication from the module leader for confirmation of expectations each week.

Professional Practice content is delivered by Senior Mentors during practice-based aspects of the PGCE programme too. These sessions are an invaluable way to learn from expert colleagues about how professional teaching and effective learning take place in the specific context of your school placements. These sessions are sometimes labelled as *Professional Development*, or similar and are positioned to facilitate exactly that. To note: Senior Mentors will choose to deliver this content when most appropriate in your placement setting (it is not necessarily set out below in a chronological format) – some will combine these sessions into longer developmental meetings while others may use different institutional language to describe the content.

You might note that all the sessions listed in the Professional Development document have been mapped to our UWE PGCE Transformational Teacher Framework (TTF). The Professional Practice module has been formulated to comprehensively cover the core concerns of classroom teaching in an English primary school. As such, sessions will focus acutely on six areas of the TTF: **Pedagogy**, and how young people *learn*, **Behaviour Management** and **Assessment**, or how you might *teach*, **Curriculum**, **Professional Behaviours**, and **SEND** understanding. While much of what we do inter-relates a number of descriptors, the righthand column is colour-coded to suggest the primary link, following the key below:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
| Assessment | Autonomy | Behaviour Management | Context | Evidence-led Criticality | Curriculum | Equity | Expertise | Pedagogy | Professional Behaviours | SEND |

## **The Role of the Senior Mentor**

Your time in placement is overseen by the Senior Mentor who is responsible for your overall progress and development when in practice and will be a part of your end of placement report. The Senior mentor will regularly meet with you at the Professional Development (PD) sessions they will set up and / or run. These sessions are essential to your development and will cover broad themes common to all subject specialisms such as SEND for example. Your Senior Mentor will formally observe you at least once during each practice placement.

# PGPA Block Placement Details

|  |  |
| --- | --- |
| Student’s name/student number: |  |
| DBS Number: |  |
| Name of school: |  |
| Class/year group: |  |
| School email address: |  |
| School address: |  |
| Headteacher: |  |
| Class mentor name: |  |
| Class mentor contact details: |  |
| Senior mentor name: |  |
| Senior mentor contact details: |  |
| UWE tutor name: |  |
| UWE tutor contact details: |  |
| Safeguarding lead: |  |
| Date of safeguarding training: |  |
| Date of PREVENT training: |  |

# Covid-19 Guidelines and Protocols:

Students will be expected to follow guidelines and protocols as prescribed by individual schools attended during placement. These specific guidelines may differ from other settings and those set out by UWE

1. **Procedures for PGPA Block Placement**

The UWE Department of Education & Childhood [partnership portal](https://go.uwe.ac.uk/rvcnr) contains documents relating to the following procedures.

1. Before the start of the block practice the student should complete page 12-13 in this booklet.
2. PGPA for 2021/22 will begin with two full immersion weeks. Students are expected to observe, assist and complete tasks as outlined in sections 8 and 9 of this document. These are followed by serial days in school. Block placement commences in UWE Week 15 (w/c 15th Nov).
3. At the end of each placement week the student should record the days completed in school this week on the chart on page 8 and this should also be signed off in the final column of the chart by the mentor or senior mentor. It is the student’s responsibility to ensure that this record is kept up to date as it will provide evidence of the student’s completed days in school.
4. **Each week**, during **block** placement, the student will engage in a series of activities and reflections:
5. Engage with a schedule for observation of teaching and learning, as directed by the mentor. Record and reflect observations of the mentor teaching on UWE proformas.
6. Support the mentor to create resources for lessons and displays. Reflect on the efficacy of these to support teaching and learning.
7. Mark pupils’ work alongside the mentor, according to the school’s marking policy, with increasing independence. Reflect on the use of marking (formative assessment) to inform subsequent planning.
8. Under direction of the mentor, engage in a graduated schedule of direct, team and part-lesson teaching, including 1:1; group and whole-class sessions.
9. Collate weekly class timetables for observations, participation and direct teaching in order to track increasing workload.
10. Reflect upon all teaching strategies, interactions, and assessment using the 2021-22 UWE Lesson Plan form.
11. Work alongside the teacher in creation and resourcing of medium-term units of work relating to the school’s intended curriculum.
12. Reflect upon a weekly formal lesson observation feedback, provided by the mentor.
13. Reflect upon informal lesson observation feedback, provided by the mentor.
14. Reflect upon examples of pupils’ classwork where teaching has had an impact on the quality of pupils’ learning.
15. In consultation with the mentor, the student will undertake complementary training and record in the UWE form. This may include focused discussions and interviews with subject/assessment/pastoral leads; observations of other teaching staff; review of subject knowledge resources, etc.

The above reflections are sources of evidence that will contribute the students to ability to conduct a self-directed review of successes and areas for development. This evidence will inform the Weekly Student and Target Setting form, to be stored locally and shared with the mentor and UWE Tutor.

1. On this UWE form, the student will review progress made against SMART targets for teaching, learning and assessment and set new targets for the following week(the mentor will set these initially).
2. The student will ‘map’ each new set of SMART targets against Part One of the Teachers’ Standards.
3. The student will reference a wide variety of evidence to substantiate both review and target setting, as described above.
4. The student will complete a personal reflection on their professional development on the placement to date.
5. Should the student have any concerns about their workload or progress towards the Teachers’ Standards, it is essential they complete the online log which will automatically notify the UWE partnership manager. This is a mechanism to initiate support from the UWE tutor. However, the student may wish to contact their UWE tutor sooner by email.
6. **On a daily basis,** during block placement, the mentor will provide ongoing guidance, support and graduated challenge for each of the student activities detailed above, so that the student can develop their expertise towards the Teachers’ Standards. This professional dialogue will include supporting the student to manage their increasing workload and to develop positive relationships with colleagues, pupils and the school community.
7. **Each fortnight,** ina scheduled **fortnightly meeting**:
* The classroom mentor will record details of the following meeting through fortnightly mentor review link.
* The classroom mentor will summarise the evidence presented by the student to support progress against the Teachers’ Standards.
* The classroom mentor will make an evaluative YES/NO judgement on progress towards the Part One (Teaching, Learning & Assessment) and Part Two (Professional Conduct).
* If the student is judged to be making unsatisfactory progress, a ‘Cause for Concern’ procedure will be initiated by the classroom / senior mentor for the subsequent 2-week period.
* Cause for Concern leading to Professional Improvement Plan: Should the student’s progress be judged to be insufficient following the 2-week, CfC review, a PIP will be initiated by the mentor for the subsequent 2 weeks.
* At the end of the PIP 2-week review, if the student’s progress is again judged to be insufficient, the student will be at risk of a failed placement.
* **At the end of PGPA**, the mentor will complete the student’s placement report, based on the aggregated and cumulative fortnightly reviews. This will be submitted to the [Professional Practice Office (PPO) via the online link](https://arcpractice.uwe.ac.uk/pcp/) w/c **24th February 2022.**
1. The designated UWE tutor will make arrangements with the mentor to undertake a **remote** visit to support a successful placement. This will occur between **22nd November & 3rd December 2021.** This visit is a vital opportunity to quality assure the student’s response to mentoring. The UWE tutor is not expected to observe the lesson in this visit. In this visit, the UWE tutor will facilitate a professional dialogue between the mentor and student, where formal lesson feedback is provided and future actions are agreed.
2. The designated UWE tutor will make arrangements with the mentor to undertake a **face-to-face** visit to support a successful placement. This will occur between **17th & 28th January 2022.** This visit is a vital opportunity to quality assure the student’s response to mentoring. The UWE tutor will observe the lesson in this visit. In this visit, the UWE tutor will facilitate a professional dialogue between the mentor and student, where formal lesson feedback is provided and future actions are agreed.
3. UWE Tutors will remain in active contact with schools and students throughout the placement, in response to any questions or concerns held by the student or mentor.

# PGPA UWE Tutor contact /visits and reports - key dates and information at a glance

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Date**  | **Actions**  | **Other notes** |
| The UWE tutor will make contact with the mentor and student. | From 11th October | Queries or concerns communicated to Primary Partnership Manager: alistair.law@uwe.ac.uk | UWE Tutors will remain in active contact with schools and students throughout the placement, in response to any questions or concerns held by the student or mentor.  |
| UWE Tutor progress check | 8th Nov | The designated UWE tutor will check-in with students to discuss progress. This will be conducted remotely or face to face. |  |
| UWE Remote Tutor visit | Between 22nd November & 3rd December 2021 | The designated UWE tutor will make arrangements with the mentor to undertake a **remote** visit to support a successful placement. This visit is a vital opportunity to quality assure the student’s response to mentoring. The UWE tutor is not expected to observe the lesson in this visit. In this visit, the UWE tutor will facilitate a professional dialogue between the mentor and student, where formal lesson feedback is provided and future actions are agreed. | These visits are intended to support the student and the mentor, and moderate evaluative review of the students’ progress. |
| UWE Tutor – Face to face visit | Between 17th January & 28th January 2022 | The designated UWE tutor will make arrangements with the mentor to undertake a **face-to-face** visit to support a successful placement. This visit is a vital opportunity to quality assure the student’s response to mentoring. The UWE tutor will observe the lesson in this visit. In this visit, the UWE tutor will facilitate a professional dialogue between the mentor and student, where formal lesson feedback is provided and future actions are agreed. |
| Submission Placement Report | w/c 24th January 2022 | **At the end of PGPA**, the mentor will complete the student’s placement report, based on the aggregated and cumulative fortnightly reviews. This will be submitted to the [Professional Practice Office (PPO) via the online link](https://arcpractice.uwe.ac.uk/pcp/). Mentors should ensure that reports are saved and shared with students before being sent. | This is a full report and students are assessed against the essential Teachers’ Standards. |

**In the case of absence**

If absent from school students are required to contact the school each day of the absence, in line with school policy. They must then email (**not telephone)** the Professional Practice Office (partnership@uwe.ac.uk) **Students should also contact this office if they display symptoms of / test positive for Covid 19.**

**PGPA Placement Dates 2021-22**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |   | September | October | November | December | January |
| Week Commences | 30 | 6 | 13 | 20 | 27 | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 31 |
| UWE Week no. | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| **PGPA** | Monday |   |   |   |   | A | A |   |   |   |   |   | A | A | A | A | A |   |   |  | A | A | A |   |
| Tuesday |   |   |   |   | A | A |   |   |   |   |   | A | A | A | A | A |   |   | A | A | A | A |   |
| Wednesday |   |   |   |   | A | A |   |   |   |   |   | A | A | A | A | A |   |   | A | A | A | A |   |
| Thursday |   |   |   |   | A | A | A | A |   | A | A | A | A | A | A | A |   |   | A | A | A | A |   |
| Friday |   |   |   |   | A | A | A | A |   | A | A | A | A | A | A | A |   |   | A | A | A | A |   |

1. **Record of Attendance for PGPA**

(placement days in white)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student to insert dates | Monday | Tuesday | Wednesday | Thursday | Friday | Total days in school (student to complete) | Agreed by class mentor |
| Week 11w/c 27th Oct |  |  |  |  |  |  |  |
| Week 12w/c 4th Oct |  |  |  |  |  |  |  |
| Week 13w/c 11th Oct |  |  |  |  |  |  |  |
| Week 14w/c 18th Oct |  |  |  |  |  |  |  |
| Half term |  |  |  |  |  |  |  |
| Week 16w/c 1st Nov |  |  |  |  |  |  |  |
| Week 17w/c 8th Nov |  |  |  |  |  |  |  |
| Week 18w/c 15th Nov |  |  |  |  |  |  |  |
| Week 19w/c 22nd Nov |  |  |  |  |  |  |  |
| Week 20w/c 29th Nov |  |  |  |  |  |  |  |
| Week 21w/c 6th Dec |  |  |  |  |  |  |  |
| Week 22w/c 13th Dec |  |  |  |  |  |  |  |
| Christmas break |  |  |  |  |  |  |  |
| Christmas break |  |  |  |  |  |  |  |
| Week 25w/c 3rd Jan |  |  |  |  |  |  |  |
| Week 26w/c 10th Jan |  |  |  |  |  |  |  |
| Week 27w/c 17th Jan |  |  |  |  |  |  |  |
| Week 28w/c 24th Jan |  |  |  |  |  |  |  |
|  |  |  |  |  | Total Days |  |  |

1. **PGPA Professional Placement log**

Each of the following should be addressed before or during the serial days by the student in consultation with the Mentor / Senior Mentor / UWE Tutor. **Students should initial and date when complete.**

|  |  |
| --- | --- |
| **Before block school experience** | Initial and date |
| The student has ensured that the school has received their DBS number.  |  |
| The student has received a copy of the school’s induction guidance for students (if available) |  |
| The student is receiving ongoing guidance in terms of the school’s COVID 19 risk assessment and procedures |  |
| The senior mentor and/or mentor has attended UWE mentor training |  |
| The student has read the school’s Child Protection Policy and has had Child Protection training in school. |  |
| The student is aware of and has met with the members of staff with key roles in the school e.g.: safeguarding lead, child protection lead |  |
| The student has a copy of [Keeping Children Safe in Education](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf) |  |
| The student knows the Health and Safety policy and practices for their school e.g.: fire drill, sick child etc |  |
| The student knows and understands key school policies such as behaviour management, marking and assessment and is demonstrating knowledge of these. |  |
| The student has an agreed timetable for their teaching responsibilities which is reviewed each week. |  |
| The student is using an appropriate format for lesson planning and assessment, recording and reporting. |  |
| Planning for the first week of the block has been discussed and approved with the mentor. |  |
| Attendance at staff meetings, training days, parents’ evenings and other professional training events have been shared and agreed as appropriate.  |  |
| The student has had a professional discussion with their mentor about the progress of children in their home class. |  |
| The student is aware of the school’s staff behaviour policy (sometimes referred to as a code of conduct) |  |
| The student has shared their targets with their mentor to support future planning for progression. |  |
|  |  |
| **During block placement:**The mentor understands that they have a professional responsibility to formally observe the student every week. |  |
| **During block placement:**The mentor understands that they have a professional responsibility to formally meet with the student each fortnight to review targets and progress (pupils’ and student’s) and set new targets for the following week. |  |
| **During block placement:**The mentor understands that they have a professional responsibility to provide ongoing guidance, support and feedback through planning and assessment meetings, both formal and informal. |  |

1. **Weekly Overview & Expectations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week # | Student Responsibility | Student Teacher Focus | Mentor Observation / Support | Tasks to be completed (see Professional Practice Log). Minimum expectation |
| ImmersionWeek 1 (11)w/c 27th Sep | Observe mentor teacher (assist mentor as requested) | Observe:* Classroom management (rules, procedures, transitions, cues)
* Lesson planning and setting of objectives
* Strategies used by mentor
* Assessment & evaluation procedures
 | Brief daily debrief, use student reflections to guide any discussionAsk specific questions to determine student understanding | Introduction to school[ ] Placement checklist (previous page) [ ] Weekly review [ ] Learners & Teachers(L&T): Task 1 [ ]  Task 2 [ ] English: Task 1 [ ]  Task 2 [ ]  Task 3 [ ] Maths: Task 1 [ ]  Task 2 [ ] EY (as above plus): Maths Task 6 [ ]  Task 7 [ ]  |
| ImmersionWeek 2 (12)w/c 4th Oct | Observe mentor teacherAssist mentor teacher | Observe:* Classroom management (rules, procedures, transitions, cues)
* Lesson planning and setting of objectives
* Strategies used by mentor
* Assessment & evaluation procedures

Assist:Begin to take part in elements of classroom practice (taking the register, small groups, assisting with transitions) | Brief daily debrief, use student reflections to guide any discussionAsk specific questions to determine student understandingGive opportunities for students to take over elements of classroom practice. | Placement checklist (previous page) [ ] Weekly review [ ] L&T: Task 1 [ ]  Task 2 [ ] English: Task 4 [ ]  Task 5 [ ]  Task 6 [ ]  Task 7 [ ] Maths: Task 3 [ ]  Task 4 [ ]  Task 5 [ ] EY (as above plus): Maths Task 6 [ ]  Task 7 [ ] Feedback form [ ]  |
| Week 3 (13)w/c 11th Oct (Thu & Fri) | Assists mentor teacher and assists with small groupsDeliver mentor / school planned lessons | Observe:* As above
* Subject knowledge strategies
* Resources used

Assist:As above:Teach:Using planned lessons, team teach part or whole lesson | Brief daily debrief, use student reflections to guide any discussionAsk specific questions to determine student understandingAllow students to teach part (starter / engagement activities) of lessonsTeam Teach lessonsWhole teach lessons (as required) | Weekly review [ ] L&T: Task 2 [ ]  (ongoing) Task 3 [ ]  (Week13) Task 4 [ ]  (Week 14) Task 5 [ ]  (Week 16) Task 6 [ ]  (Week 17)English: Task 8 [ ]  (Week 13) Task 9 [ ]  (Week 14) Task 10 [ ]  (Week 16) Task 11 [ ]  (Week 17)Maths: Task 8 [ ]  Task 9 [ ]  Task 10 [ ] Foundation: Task 1 [ ]  Task 2 [ ]  Task 3 [ ]  Task 4 [ ] EY: (as above plus)Maths: Task 13 [ ] Foundation: Task 7 [ ]  |
| Week 4 (14)w/c 18th Oct(Thu & Fri) |
| Week 5 (16)w/c 1st Nov(Thu & Fri) |
| Week 6 (17)w/c 8th Nov(Thu & Fri) |
| Week 7 (18)w/c 15th Nov | 20% teaching (rough guidance) | Continue to observe as abovePlan individually and together with the mentor and be responsible for:Classroom managementPrepared, written, effective implemented lesson plans for a least one lesson per dayAssessment, evaluation and grading for delivered lessons | Brief daily debrief, use student reflections to guide any discussionAsk specific questions to determine student understandingGradual release of classroom responsibility:Students to:Teach parts / starters / sections of lessonsWhole teach lessons (as required) | Weekly review [ ] English: Task 12 [ ] Maths: Task 8 [ ]  Task 9 [ ]  Task 10 [ ] Foundation (Pri & EY): Task 1 [ ]  Task 2 [ ]  Task 3 [ ]  Task 4 [ ] EY (as above plus):Maths: Task 14 [ ]  Task 15 [ ]  |
| Week 8 (19)w/c 22nd Nov | 20% teaching | Continue to observe as abovePlan individually and together with the mentor and be responsible for:Classroom managementPrepared, written, effective implemented lesson plans for a least one lesson per dayAssessment, evaluation and grading for delivered lessons | Gradual release of classroom responsibility:Students to:Teach parts / starters / sections of lessonsWhole teach lessons (as required)**Fortnightly formal observation and target setting meeting 1.** | Weekly review [ ] English: Task 12 [ ] Maths: Task 8 [ ]  Task 9 [ ]  Task 10 [ ]  Task 11 [ ] Foundation (Pri & EY): Task 1 [ ]  Task 2 [ ]  Task 3 [ ]  Task 4 [ ] **Target setting meeting 1** [ ]  |
| Week 9 (20)w/c 29th Nov | 30% teaching | Continue to observe as abovePlan individually and together with the mentor and be responsible for:Classroom managementPrepared, written, effective implemented lesson plans for a least 1-2 lessons per dayAssessment, evaluation and grading for delivered lessons | Gradual release of classroom responsibility:Students to:Teach parts / starters / sections of lessonsWhole teach lessons (as required) | Weekly review [ ] Maths: Task 8 [ ]  Task 9 [ ]  Task 10 [ ]  Task 11 [ ] Foundation (Pri & EY): Task 1 [ ]  Task 2 [ ]  Task 3 [ ]  Task 4 [ ]  |
| Week 10 (21)w/c 6th Dec | 30% teaching | Continue to observe as abovePlan individually and together with the mentor and be responsible for:Classroom managementPrepared, written, effective implemented lesson plans for a least 1-2 lessons per dayAssessment, evaluation and grading for delivered lessons | Gradual release of classroom responsibility:Students to:Teach parts / starters / sections of lessonsWhole teach lessons (as required)**Fortnightly formal observation and target setting meeting 2.** | Weekly review [ ] English: Task 12 [ ] Maths: Task 11 [ ]  : Task 12 [ ] Foundation: Task 1 [ ]  Task 2 [ ]  Task 3 [ ] Task 4 [ ] **Target setting meeting 2** [ ]  |
| Week 11 (22)w/c 13th Dec | 40% teaching | Continue to observe as abovePlan individually and together with the mentor and be responsible for:Classroom managementPrepared, written, effective implemented lesson plans for a least two lessons per dayAssessment, evaluation and grading for delivered lessons | Gradual release of classroom responsibility:Students to:Teach parts / starters / sections of lessonsWhole teach lessons (as required)Consider:How student is developing behaviour (including positive strategies) and classroom management strategiesIs student prepared with thoughtful, engaging well-written lesson plans clearly aligned to leaning objectivesUsing evidence-based instructional strategies; effective questioningStudent self-reflection and goal setting. | Weekly review [ ] English: Task 12 [ ] Maths: Task 11 [ ]  Task 12 [ ] Foundation (Pri & EY): Task 1 [ ]  Task 2 [ ]  Task 3 [ ]  Task 4 [ ]  |
| Week 12 (25)w/c 3rd Jan | 40% teaching | Continue to observe as abovePlan individually and together with the mentor and be responsible for:Classroom managementPrepared, written, effective implemented lesson plans for a least two lessons per dayAssessment, evaluation and grading for delivered lessons | Gradual release of classroom responsibility:Students to:Teach parts / starters / sections of lessonsWhole teach lessons (as required)Consider:How student is developing behaviour (including positive strategies) and classroom management strategiesIs student prepared with thoughtful, engaging well-written lesson plans clearly aligned to leaning objectivesUsing evidence-based instructional strategies; effective questioningStudent self-reflection and goal setting.**Fortnightly formal observation and target setting meeting 3.** | Weekly review [ ] English: Task 13 [ ] Maths: Task 12 [ ] Foundation (Pri & EY): Task 5 [ ]  Task 6 [ ] **Target setting meeting 3** [ ]  |
| Week 13 (26)w/c 10th Jan | 50% teaching | Plan individually and together with the mentor and be responsible for:Classroom managementPrepared, written, effective implemented lesson plans for 2-3 lessons a day to include at least one core subject and one foundationAssessment, evaluation and grading for delivered lessons | Gradual release of classroom responsibility:Students to:Teach parts / starters / sections of lessonsWhole teach lessons (as required)Consider:How student is developing behaviour (including positive strategies) and classroom management strategiesIs student prepared with thoughtful, engaging well-written lesson plans clearly aligned to leaning objectivesUsing evidence-based instructional strategies; effective questioningStudent self-reflection and goal setting. | Weekly review [ ] English: Task 13 [ ] Maths: Task 12 [ ] Foundation (Pri & EY): Task 5 [ ]  Task 6 [ ]  |
| Week 14 (27)w/c 17th Jan | 60% teachingActively collaborates with mentor teaching in planning and delivery of 60% of lessonsDemonstrate clear subject and content knowledgeSet clear learning objective and learning success criteriaPlan creative activities with high engagement that involve pupils in the process of learning | Plan together with class mentor and be responsible for:Cultivating a culture of learningClassroom managementPrepared, written, effective implemented lesson plans for 2-3 lessons a day to include at least one core subject and one foundationAssessment, evaluation and marking for delivered lessonsActively embracing high impact learning strategies at appropriate times to promote learning and achievement | Gradual release of classroom responsibility:Students to:Teach parts / starters / sections of lessonsWhole teach lessons (as required)Consider:How student is developing behaviour (including positive strategies) and classroom management strategiesIs student prepared with thoughtful, engaging well-written lesson plans clearly aligned to leaning objectivesUsing evidence-based instructional strategies; effective questioningStudent self-reflection and goal setting.**Fortnightly formal observation and target setting meeting 4.** | Weekly review [ ] English: Task 14 [ ] Maths: Task 12 [ ] Foundation (Pri & EY): Task 5 [ ]  Task 6 [ ] **Target setting meeting 4** [ ]  |
| Week 15 (28)w/c 24th Jan | 60% teachingActively collaborates with mentor teaching in planning and delivery of 60% of lessonsDemonstrate clear subject and content knowledgeSet clear learning objective and learning success criteriaPlan creative activities with high engagement that involve pupils in the process of learning | Plan together with class mentor and be responsible for:Cultivating a culture of learningClassroom managementPrepared, written, effective implemented lesson plans for 2-3 lessons a day to include at least one core subject and one foundationAssessment, evaluation and marking for delivered lessonsActively embracing high impact learning strategies at appropriate times to promote learning and achievement | Gradual release of classroom responsibility:Students to:Teach parts / starters / sections of lessonsWhole teach lessons (as required)Consider:How student is developing behaviour (including positive strategies) and classroom management strategiesIs student prepared with thoughtful, engaging well-written lesson plans clearly aligned to leaning objectivesUsing evidence-based instructional strategies; effective questioningStudent self-reflection and goal setting.**Fortnightly formal observation and target setting meeting 5.****End of placement review** | Weekly review [ ] English: Task 15 [ ] Maths: Task 12 [ ] Foundation (Pri & EY): Task 5 [ ]  Task 6 [ ]  |

**Mentor Support**

During the initial immersion period school mentors are asked to ensure that the student is welcomed into the school; given access to relevant school systems; and made familiar with routines, expectations including COVID-19 H&S measures. Students should be given the opportunity to get to know pupils and colleagues and to be active participants in activities such as reading with individuals and supporting groups.

We have asked students to spend significant time during the early weeks of this placement working with small groups in order for them to start to develop planning and assessment skills which will become transferable to whole class teaching.

It would also be helpful for the students to have experience of teaching **short** parts of lessons at your discretion – a plenary or introduction for example.

Once they – and you – are confident, they should start to teach some whole class sessions using existing planning, with a bespoke schedule for how this will increase. They should also be supported to start planning their own lessons based on the school’s existing plans. Sessions at UWE will support them to do this.

Once students start their **block placement on 15th November** mentors will be expected to conduct a formal observation which is followed by a target setting meeting (later in the week). The latter should be led by the student who is encouraged to be proactive in terms of taking responsibility for their training year.

Further guidance can be found in the table above.

# PGPA Weekly tasks

This section links UWE based Professional Development foci with specific school or setting based tasks that **students will be expected to carry out and complete** to consolidate and enhance their knowledge of teaching and learning. There will be professional development to be delivered at a school level to students outlined in the professional development document.

**Immersion Fortnight Tasks:**

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| **Learners & Teachers Task #** |  | Notes |
| 1 | Look at how behaviour management is used in your classroom. Discuss in detail what your Class Mentor does to maintain a learning environment in terms of behaviour. Ensure you have a copy of and have read the school behaviour policy.  | NB. These tasks are related directly to the centre-based sessions each week at UWE. Therefore, if there are elements within these tasks that you are unsure of these will be explain during the weekly L and T seminars before you go into placement that week.  |
| 2 | During your first two weeks (full time) and the Thursdays and Fridays in subsequent weeks:Make three focused observations of behaviour management in your setting and read/explore the behaviour policy. Arrange with your class mentor when you are going to do these observations and use the provided behaviour observation sheet to record what you observe. It will be beneficial to observe lessons at different times of the day and perhaps even different classes. Whilst doing the observations, look out for the following elements of behaviour management: **routine, expectations, incidents, praise, rewards, sanctions, relationships. Remember** you will not see all of these elements in one lesson so there is no requirement to fill in every box on the observation sheet. | Observations should take place in good time for students to analyse them ready for your assignment submission on 3 November 2021. |

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| **English Task #** |  | Notes |
| 1 | Observe your class mentor teach any aspect of English (KS1 & KS2) or how the EYFS class mentor weaves through all of their teaching the prime area of Communication and Language and also the specific area of Literacy. If you are in KS1 or KS2 try to link what you see to Rosenshine’s Principles. In the EYFS consider how the approach to learning is the same and different to those explored in Rosenshine’s Principles and why this might be case. Speak to your class mentor about how reading for pleasure and purpose is encouraged and developed across your school or setting. |  |
| 2 | Share a book with a child one to one in the year group you are in and try to ascertain their attitudes to reading (you may be reading to the child in the EYFS, or the child may read to you in KS1 and KS2).  |  |
| 3 | Find out what the school or setting policy says about the teaching of reading, including which phonics scheme your school uses and how they organise their early reading books.  |  |
| 4 | Arrange to chat to your school’s Reading Lead (this may be the school’s English Lead) this week or arrange a chat for the coming weeks when you have your serial days in school. Ask the reading lead how they are planning to implement the new DfE Reading Framework (2021)[Click here for DfE Reading Framework](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1000986/Reading_framework_Teaching_the_foundations_of_literacy_-_July-2021.pdf) |  |
| 5 | Try to identify from your observations how and when reading is taught and assessed in your class. In KS2, you will perhaps find whole class reading comprehension teaching, or reading taught as part of the teaching sequence that leads into writing or there may be small group, guided reading – or a combination of these things. There is likely to be a phonics focus in KS1 as well as the teaching of reading comprehension.  |  |
| 6 | Read aloud to your class. Read either the class read aloud book or a short picture book or short story you have selected appropriate to the age of your class. |  |
| 7 | If possible, observe and deconstruct a phonics lesson with the teacher (you may need to arrange to visit a KS1 or R class in your school, if you are placed in KS2 or if you are placed in nursery or if there is no phonics teaching in Year 2). |  |

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| **Maths Task #** |  | Notes |
| 1 | Observe your mentor teach maths. If/when the children are doing independent activities, try to work with as many of them as feels reasonable and begin to get a sense of their confidence with maths and their feelings about it. |  |
| 2 | As you observe your Class Mentor, pay attention to the way they connect language, physical representations, pictures and symbols together (you may not see all of these in a single lesson, and extent to which these are used will vary depending on the age of the children) to support the children's understanding. |  |
| 3 | Observe your mentor teach maths. Pay particular attention to the structure of the lesson. Is there an introductory section, or a recap of prior learning? Can you see any of Rosenshine’s principles being employed in the teaching (e.g. revising prior learning, breaking a process, or concept down into smaller steps, providing scaffolds, or worked examples)? |  |
| 4 | If/when the children are doing independent activities, try to work with as many of them as feels reasonable (focus on any children, or groups of children that you didn’t get to speak to last week) and begin to get a sense of their confidence with maths and their feelings about it. |  |
| 5 | Discuss with your class mentor, the possibility of working with a specific group next week during maths. This could be a group of children who require more support with their mathematical learning. |  |
| 6 (EY) | Try to notice the use of both structured and unstructured resources.* What use is made of them and how are these connected to the mathematical ideas they are intended to represent?
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| 7 (EY) | If you are in a nursery or EYFS, look for evidence in the environment of resources and tasks that are designed to develop children’s initial understanding of mathematical concepts such as early number and counting |  |

**Serial Day & Block Placement Tasks**

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| **Teaching & Learning Task #** |  | Notes |
| 3 | Ask your teacher about his/her planning process. Make sure you are aware of the different mid –term schemes and short-term planning documents that the class mentor makes use of for preparation to teach. If you haven’t already, asked to be involved/observe in the planning process if this is taking place during your days at the school. Whilst in the classroom/setting ‘*Observe how expert colleagues break tasks down into constituent components when first setting up independent practice’* CCF | These tasks are related directly to the centre-based sessions each week at UWE. Therefore, if there are elements within these tasks that you are unsure of these will be explain during the weekly L and T seminars before you go into placement that week. |
| 4 | *‘Learn that - Adapting teaching in a responsive way, including by providing targeted support to pupils who are struggling, is likely to increase pupil success.’ CCF*Observe and discuss with your class teacher how s/he adapts the content of a lesson/sessions so that the needs of all the children are met. Look out for their use of lesson structure, scaffolding, pre-teaching and task-modification. Discuss with the class mentor how they overcome potential issues regarding the use of fixed groupings and their impact on engagement and motivation, particularly for low attaining pupils. This will look very different in an EY, KS1 and KS2 setting. |
| 5 | Discuss and analyse with your class teacher how they plan formative assessment tasks linked to lesson objectives and think ahead about what would indicate understanding (e.g. by using hinge questions to pinpoint knowledge gaps etc). Ask explicitly about their use of Assessment for Learning strategies in general. Try to understand how they use the information they gain from formative assessment tasks to feed forward into their planning and future teaching. Enquire to what extent the children are aware of their own progress and what methods the teachers use to help them to gain this knowledge. This will look very different in an EY, KS1 or KS2 setting.  |
| 6 | If you have not already, ask to sit with your mentor and observe and engage with their marking/feedback processes. In EY and KS 1 this may not be relevant, so ensure that you have observed how the class mentor feeds back to his/her children verbally. Verbal feedback and other methods of allowing children to understand their progress and know what to do next will also be evident in KS 2 so make sure you are aware of what these are. Ask to see the school marking and feedback policy. If possible, engage with the process yourself with guidance from your class mentor.  |

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| **English Task #** |  | Notes |
| 8 | Listen to a child in your placement class read and have a go at completing a running record while your child reads. Have a go at analysing any miscues and consider what these might be telling you about that child’s reading. | **Preparation for your PGPA block** Ask your school mentor and/or class mentor to identify, over the next few weeks, a child (preferably in Year 2) that would benefit from one-to-one reading support during your block placement. You will work with this child for 4 20-minute sessions across the 5 weeks of your PGPA block before Christmas. This child will be the focus for the English element of your core assignment with a focus on progress and assessment in reading. Ideally, your child needs to be in Year 2 as this will support you developing understanding of teaching early reading after a few years of COVID disruption.If you are placed in a junior school – your child needs to be a lower attaining child in Year 3.The child will only need to bring their ‘allocated reading book’ to each session. |
| 9 | Listen to a child in your placement class read and have a go at assessing their reading fluency using the HfL rubric that is on Blackboard. |  |
| 10 | Have a go at completing a comprehension profile for a child in your class, using the appropriate text and supporting resources that are available on Blackboard.Make sure you know which child (hopefully in Year 2) has been allocated to you for your one-to-one reading and tutoring which starts in your block next week. |  |
| 11 | Observe how your Class Mentor uses modelled or shared writing within their teaching of writing. If possible, discuss this with them and deconstruct elements of their practice that are effective in supporting children to make progress. |  |
| 12 | During the block before Christmas, in order to address your Core Assignment requirements (and the address the Teaching Standards requirements about Early Reading), you need to read with a child one-to-one for 4 x 20-minute sessions. This will enable you to consolidate your university-based learning about early reading, SSP, fluency and comprehension. Your Senior Mentor and/or Class Mentor should give you a child (preferably in Year 2) that would benefit from one-to-one reading support during your block placement. You will work with this child for 4 x 20-minute sessions across the 5 weeks before the Christmas holidays at a time convenient for your class mentor and the child’s class teacher. **This child will be the focus for the English element of your core assignment with a focus on progress and assessment in reading.** If you are placed in a junior school – your child needs to be a lower attaining child in Year 3.In each of the sessions that you read with your child, you will need to ensure that they have time to read their reading book to you. In general, for each session, you will need to consider the following things:* When reading with your child, ensure that you make your praise specific i.e. return to the page where the child applied their sounds effectively for an unknown word; read a common exception word after initial hesitation; developed a flow in their reading; read with expression and any other reading strategies.
* If the book is new to the child – do a basic book introduction to enable the child to activate prior knowledge. Flick through the book with your child. Use the pictures to give a brief overview of the book to the child; ask questions that encourage prediction based on the front cover; identify any unusual or tricky vocabulary and teach these to the child; make links to the child’s prior knowledge of the content of the text – ask if the child has had similar experiences etc.
* Ensure your child has plenty of time to read – this supported practice is essential for reading development.
* You may like to read the book or parts of the book a number of times: the first time the focus tends to be on decoding successfully, the second time fluency (including speed and accuracy) can be developed; a third read can focus on expression and comprehension.

There are also some specific things that you will need to do in each different session which are outlined below: Session 1**In your first session with your child.** Get to know your child, you may want to read a bit of your favourite children’s book to your child in the first session and find out what they feel about reading, their attitudes and preferences. This survey ([OU KS1 Children's Reading Survey](https://cdn.ourfp.org/wp-content/uploads/20210513090812/KS1_rfp_survey-1.pdf?_ga=2.151469116.405638552.1632428389-1381890090.1632428389)) could be completed with your child. It is useful evidence for your assignment. If you have a Year 3 child (because you are in a junior school) you can use the KS2 survey ([OU KS2 Children's Reading Survey](https://cdn.ourfp.org/wp-content/uploads/20210713083737/KS2_rfp_survey-v2.pdf?_ga=2.151469116.405638552.1632428389-1381890090.1632428389)).**In the first session, ensure your child reads to you from their current reading book**. Keep this informal but make sure you ask a few comprehension questions about the text. Always start with a question that requires the child to ‘re-tell’ what they have read and so establish a starting point of literal comprehension. Try asking “So what is going on there?”.Session 2In this session, take a running record and use it to praise your child on what they are doing well. After the session, analyse any miscues that your child makes and consider what these might be telling you about your child’s reading and next steps you could plan to support your child to make progress. Particularly consider any miscues that may relate to your child’s phonics knowledge and consider whether you might like to do a mini-phonics assessment for your child in one of your subsequent sessions.Session 3In this session, assess your child’s reading fluency using the HfL rubric that is on Blackboard.Session 4Complete a comprehension profile for your child, using the text and supporting resources that are available on Blackboard. Make sure you use the assignment guidance and support to help you gather appropriate assessment and progress evidence. Use the notes from sessions and lectures to support you in planning the one-to-one sessions – these plans can be used as evidence in your assignment.  |  |
| 13 | English – plan a series of English lessons in the final few weeks of PGPA. Make sure this sequence includes a shared or modelled write as your key approach to the teaching of writing |  |
| 14 | English – find about the approach your school takes to the assessment of writing. Assess some writing with your class teacher. |  |
| 15 | English - in preparation for your university-based training, please copy two or three pieces of writing (at least one fiction and one non-fiction) from a child in your placement class. |  |

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| **Maths Task #** |  | Notes |
| 8 | During the maths lesson, work with a group of higher attaining children. Try to compare their mathematical learning with that of the children you worked with in Week 14. How are they stronger with maths (i.e. do they have more mathematical facts in long term memory, do they seem to have better working memory, are they more confident, is their mathematical vocabulary stronger?) |  |
| 9 | **Identify a child in your class (in consultation with your class teacher)** who is working at age related expectations at this point in the year for maths. There may be fewer children at this stage this year because of the Covid school closures during last academic year and so ask your class teacher to select an ‘average’ child in the class. Ideally, this will be the same child as you have identified for reading. **Do not** select a child with particular special educational needs (e.g. a child with a recognised learning disability, or whose first language is not English). |  |
| 10 | If you feel comfortable to, teach a part of the maths lesson. This could be the ‘mental and oral starter’ if your school uses such things. It could be part of the introduction of the lesson, where the children are introduced to a new concept, or process. **With the child you identified in week 13-17**1. ‘Interview/chat’ to your child about his/her attitudes to and confidence in maths.
2. Spend some time watching your chosen child during the whole class parts of the maths lesson. Make a note of his/her willingness to volunteer answers, confidence when explaining mathematical ideas or thinking etc.

Try to arrange to work with and support the group containing your child during the maths lesson. Again, make a note of how he/she interacts mathematically with other children, his/her level of confidence, or reliance on peers etc. | During Weeks 20, 21 and 22, make sure that you collect the evidence that you will need. This might be photocopies of the child’s work in 2 (or possibly 3) lessons, your own observation notes from lessons, notes from conversations that you have had with the child etc. It might be a good idea not to leave this until Week 22. Have a ‘dry run’ in Week 20, so you have a couple of weeks spare, if things don’t go to plan. Remember you need to gather evidence about the skills, knowledge and attitudes towards maths of your child. This will enable you to assess the child as a mathematical learner. Think about what this evidence tells you in terms of next steps in learning – what would YOU teach next and HOW would you do this. Make sure you use the assignment guidance and support to help you gather appropriate assessment and progress evidence. Use the notes from sessions and lectures to support you in understanding/interpreting the informal assessments you make. |
| 11 | Plan and teach at least one complete mathematics lesson. This will probably work better if it is not the first lesson of the week. Try to make use of what you know about the children’s learning from the previous lesson(s) to inform your planning (i.e. use Assessment for Learning to inform your planning). You are gathering evidence of your child’s understanding in mathematics. This is intended to be a ‘snapshot’ over two, or possibly three conceptually connected lessons (i.e. lessons that are looking at the same mathematical area). You don’t need to gather evidence over a long period.  |  |
| 12 | Through the full weeks of the placement after Christmas, gradually increase the number of maths lessons that you plan and teach. If your school uses a maths scheme, try to make sure that you develop your maths planning skills by adapting and changing the plans from the scheme. By the end of the placement, you should be planning and teaching sequences of lessons, so that you can develop your skills in using formative assessment. In your evaluations, in addition to thinking about your own teaching, be sure to assess and record the children’s learning, thinking carefully about how your assessment from one lesson informs your planning for the next. You must include a ‘Do the maths’ document as part of your planning. If possible, include your focus child in your evidence bundle, so that you can use this evidence in your assignment. |  |
| 13 (EY) | If possible, observe a practitioner facilitating learning in the environment, taking note of the questions and prompts that they use. How do they ‘work alongside’ the child without disrupting their thinking?**Identify a child in your class (with your class teacher)** who is working at age-related expectations for mathematics at this point in the year. There may be fewer children at this stage this year because of the Covid school closures during last academic year so ask your class teacher to select an ‘average’ child in the class. In the EYs, ask the class teacher to identify a child they think is typical (in terms of their emerging mathematical concepts and mathematical thinking) of a child at this time of the school year. This is the child you will be focusing on for your core assignment. You are going to be assessing this child as a mathematician (attitudes, behaviours, knowledge and skills) and considering how you will support this child in developing as a mathematician. This can include maths content (i.e. what they can and cannot do), maths attitude and/or mathematical thinking, problem solving and reasoning. |  |
| 14 (EY) | **With the child you selected for your assignment focus:**Observe your focus child engaging in mathematics. Try to notice their attitudes to mathematics as well as their mathematical thinking and mathematical ability.1. If you are in EY, design a task to assess some early concepts such as the counting principles, subitising, relative value of number, conservation of number – you may find chapter 14 of ‘Teaching and Learning Early Number’ edited by Thompson (eBook) helpful.
2. If you are in KS1, watch your child during the maths lesson. Take photographs of their work. What can they do? What are they finding more challenging?
 |  |
| 15 (EY) | **ASSIGNMENT PREPARATION (Week 18 and week 19)**If you are in EY, over the first two weeks of your full-time placement do at least 4 sustained observations of your focus child (20mins with no interaction from yourself) whilst they are engaging in a mathematics task. If possible, observe them both during mathematics lessons and also whilst engaging in a mathematics-based task in the environment (think broadly about this! It could include something as simple as them putting out chairs and putting a teddy on each one for example). Note down whether they chose the task or were directed to it. Listen and watch for how they approach the task. Either during, or immediately after the observation, annotate your observation notes to identify 4 key areas: 1. The child’s attitude towards mathematics
2. The child’s mathematical thinking (problem solving, reasoning, habits of mind)
3. What aspects of mathematics they understand, identifiable in the episodes
4. What aspects of mathematics they are less secure in, identifiable in the episodes

Reflect on what you feel their next steps are. How could you support them in this?In addition, design a task to assess some early concepts such as the counting principles, subitising, relative value of number, conservation of number – you may find chapter 14 of ‘Teaching and Learning Early Number’ edited by Thompson (eBook) helpful.If you are in KS1, over the first two weeks of your full-time placement watch your focus child during their maths lessons for at least a week. Take photographs of their work. Try to identify 4 key areas:1. The child’s attitude towards mathematics
2. The child’s mathematical thinking (problem solving, reasoning, habits of mind)
3. What aspects of mathematics they understand, identifiable in these episodes
4. What aspects of mathematics they are less secure in, identifiable in these episodes

Reflect on what you feel their next steps are. How could you support them in this?As appropriate, draw together your focus child notes from weeks 18 and 19 with your evidence from the first two weeks of your full-time placement. Begin to decide what key areas to discuss in your assignment. Share your notes and ideas with your mentor. Make sure you use the assignment guidance and support to help you gather appropriate assessment and progress evidence. Use the notes from sessions and lectures to support you in understanding/interpreting the informal assessments you make.  |  |

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| **Foundation Subjects Task #** |  | Notes |
| 1 | Observe your mentor teach any of the foundation subjects and/or the core subject: science (if possible). As you observe your Class Mentor, pay attention to the way in which they plan and deliver the foundation subjects and/or science. Is there an introductory section, or a recap of prior learning? Pay particular attention to the structure of the lesson. What curriculum and pedagogical approaches are they taking e.g. cross-curricular, enquiry-based learning…? What key concepts, knowledge and skills are being taught? How might this link with the National curriculum, aims and content for those subjects? How is your class mentor planning for learners’ needs and successes?  | Make sure you use the assignment guidance and support to help you gather appropriate assessment evidence e.g. annotated lesson plans. Use the notes from your taught sessions and lectures at UWE to support you in understanding/interpreting the teaching and learning of the foundation subjects and science. |
| 2 | Continue to observe and/or support the teaching of science and/or foundation subjects. Please note: if possible, you may need to arrange to visit another key stage if your class is currently not teaching science and/or the foundation subjects. |
| 3 | Seek opportunities to discuss and analyse lessons with colleagues. Seek out opportunities to plan with your class mentors.  |
| 4 | If possible, at this stage, plan a science and/or foundation subject focused lesson with your class mentor.  This could be for a small group. | During the block before Christmas, in order to address your Foundation and Science Assignment requirements you should continue to observe practice, discuss and analyse lessons with your class mentor in preparation for your assignment submission in week 32. |
| 5 | Plan & teach at least one Science lesson and/or two Foundation lessons (if possible). It could be part of the introduction of the lesson, where the children are introduced to a new concept, or process. |  |
| 6 | By the end of PGPA placement, hopefully you will have had experience of planning a sequence of Science lessons and/or Foundation lessons with your class mentor appropriate for the age you are teaching. This will help towards your Foundation assessment preparation for week 32. |  |
| 7 (EY) | If you are in a nursery or EYFS, look for evidence in the environment of resources and tasks that are designed to develop children’s initial understanding of Science and/or the foundation subjects. What areas of learning are being developed? E.g.  understanding the world; expressive arts and design and/or physical development? How do young children learn? Are there opportunities for playing and exploring? Critical and creative thinking? |  |

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| **Weekly Student Review and Target Setting Form**This document must be devised by the student and emailed to their mentor & UWE tutor on a weekly basis.At the fortnightly mentor meeting, this document and accompanying evidence will be reviewed |
| **Student Name:**  |  | **Date of form completion:** |  |
| **School** |  | **Start Date:** | **End Date:** |
| **Review of week covering the period** |  |  |
| **Targets reviewed** *(from previous fortnightly meeting or weekly intermediary review)*  |
| 1.
2.
 |
| **Target self-evaluation** |
| 1.
2.
 |
| **Reflection on the impact of my teaching on pupil progress this week** |
|  |
| **Sources of evidence which have informed this review (paper or online)***(to be referenced and brought to fortnightly mentor meeting)* |
| **Weekly formal lesson observation feedback:** [ ] **Informal lesson observation feedback:** [ ] **Examples of daily lesson planning & evaluation:** [ ] **Wider school activities through complementary training plan:** [ ] **Pupil/Student classwork:** [ ]  |

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| **Target setting for following week*****(consider a range of knowledge and skills relating teaching, learning, assessment of professionalism)*** |
| **Professional and Pedagogical SMART****Targets for next week (3-4 targets)***(to be reviewed by the student, then in consultation with mentor at the fortnightly meeting)* | **#Ref to Teachers’****Standards** | **Specific Actions to enable student to meet targets**For example: *which lessons will be taught?**Sources of subject knowledge to be utilised?**Staff to consult?**Other self-directed practice and CPD?* |
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| **Personal Reflection** |
| How is your placement going?What are you looking forward to?What other opportunities for teaching and learning, and wider school responsibilities would you like to undertake?What challenges have you faced / are you facing? What actions are you taking to address this? What support do you need?I have received Professional development sessions organised by my Class / Senior Mentor in the following areas about: (briefly summarise the content covered e.g SEND) [ ] The Curriculum Offer Click or tap here to enter text.[ ] Managing Learning Effectively: Behaviour Management Click or tap here to enter text.[ ] Managing Learning Effectively: Developing Competencies Click or tap here to enter text.[ ] Professional Responsibility: The Pastoral Role of the Teacher Click or tap here to enter text.[ ] Supporting and Extending the Needs of All Leaners Click or tap here to enter text.[ ] Assessment Of and For Learning Click or tap here to enter text. |
| **If you have any concerns regarding your workload or working towards the essential Student Teachers’ Standards, please alert through the online log.** |
| **Date of next agreed meeting:** |  | **Sent to UWE Tutor and Mentor**  |  |

Notes: