

## University Liaison Tutor Visits – All Secondary Postgraduate Programmes (Core and School Direct)

During the placement experience the University Liaison Tutor (LT) for your placement institution will make contact with the ITT Mentor and student teacher. **Liaison Tutors will facilitate every 4 weeks a ‘keeping in touch’ virtual meeting with their student teachers.** The typical pattern of support is as follows:

Phase	Placement	Type of visit
<b>Phase 1</b> (School) *	Home School	<b>Mentor Development</b> – this will be a school meeting with the Professional Mentor, ITT Mentor(s) and student teacher(s), to establish expectations, ensure all mentors are clear in their role and to identify and resolve any early issues. The Liaison Tutor (LT) will discuss the ITE Curriculum for the programme, the ITAPs – what is their purpose and focus, the <a href="http://www.itt-placement.com">www.itt-placement.com</a> website, how the QTS OneDrive will be used to indicate progress formatively, why the ITT Tracking document will not be used moving forward, the Mentor Curriculum Booklet(s), SOAPs and the paperwork ITT Mentors will be required to complete.
<b>Phase 2a</b> (School)	Home School	<p><b>Mentor Development – co-observation visit undertaken by the Liaison Tutor</b> with the ITT Mentor including observation of the ITT Mentor feedback to the student teacher. The visit will also include:</p> <ul style="list-style-type: none"> <li>• Quality of mentor written and verbal feedback and mentoring/coaching and supporting the development of the ITT Mentor with their mentoring practice</li> <li>• Quality of student teacher lesson planning, evaluation, and their ability to identify impact on learning.</li> </ul> <p>Complete the Phase 2a LT survey after each co-observation commenting on student teacher progress, the quality of the mentor feedback and their subject specific target setting.</p> <p><b>Note:</b> where there is an issue with a student teacher’s subject knowledge that requires additional input from a subject specialist at LJMU, this may be agreed between the ITT Mentor and Liaison Tutor. Please record this on the LT survey and let the subject specialist lead know.</p>
<b>Phase 2b</b> (Virtual)	Alternative	<p><b>Formal OneDrive Review</b> - in this placement a formal review of the student teacher’s OneDrive should be undertaken and captured via the survey link provided to LTs.</p> <p>If a student teacher is placed on the ASF in their home school, which is to be monitored in the alternative placement, the LT/PT from the home school will need to review this.</p>
<b>Phase 2b</b> (School)	Alternative (some students)	<p><b>QA Subject Specialist/Mentor Development Visit - co-observation visits by subject specialists</b> – there will be quality assurance subject knowledge focussed co-observations from subject specific staff. Not all student teachers will be observed. The LT survey data form P2a, P2a review forms, placement surveys and internal assessment data from subject leads will be used to focus the observations.</p> <p>In addition, SD student teachers may be visited by a representative from their consortium.</p>

<p><b>Phase 3a</b> * (School)</p>	<p>By end of March</p>	<p><b>Mentor Development</b> – meeting with the Professional Mentor, ITT Mentor(s) and Student teacher(s) <b>all together</b>, preferably in school, particularly if there is more than one student teacher there, to establish expectations etc. Online if necessary.</p> <p>The LT will discuss the ITE Mentor Curriculum for the phase, how to assess the student teacher in the final phase of their training, how the QTS OneDrive should be used and expectations of planning. This visit will also frame the implementation of the new ITE Curriculum for 2024 onwards.</p>
<p><b>Phase 3a</b> (Virtual)</p>	<p>Just before Spring break</p>	<p>Liaison Tutors will facilitate a <b>‘keeping in touch’ virtual meeting</b> with their student teachers. LTs will discuss student teacher planning, teaching, and assessment, and progress towards fully achieving the ITE Curriculum.</p>
<p><b>Phase 3</b> (School)</p>	<p>Before May half term</p>	<p><b>Mentor Development – co-observation visit undertaken by the Liaison Tutor</b> with the ITT Mentor including observation of the ITT Mentor feedback to the student teacher. The visit will also include:</p> <ul style="list-style-type: none"> <li>• Quality of mentor written and verbal feedback and mentoring/coaching and supporting the development of the ITT Mentor with their mentoring practice</li> <li>• Quality of student teacher lesson planning, evaluation, and their ability to identify impact on learning and</li> <li>• The student teachers progress in fulfilling the requirements of the ITE Curriculum.</li> </ul> <p>Complete the Phase 3a LT survey after each co-observation commenting on student teacher progress, the quality of the mentor feedback and their subject specific target setting. This visit will also include an informal review of the student teacher’s OneDrive to review the quality of the LAFs and Weekly Meeting forms.</p> <p>Note: where there is an issue with a student teacher’s subject knowledge that requires additional input from a subject specialist at LJMU, this may be agreed between the ITT Mentor and Liaison Tutor. Please record this on the LT survey and let the subject specialist lead know.</p> <p><b>Note:</b> where there is an issue with a student teacher’s subject knowledge that requires additional input from a subject specialist, this may be agreed between the ITT Mentor and Liaison Tutor.</p>
<p><b>Phase 3</b> (Virtual)</p>	<p>Before May half term</p>	<p>Liaison Tutors will facilitate a <b>‘keeping in touch’ virtual meeting</b> with their student teachers. LTs will discuss student teacher planning, teaching, and assessment and progress towards fulfilling the requirements of the ITE Curriculum.</p> <p>LTs will complete <b>a file scrutiny of QTS files on OneDrive</b> and complete an on-line survey.</p>
<p><b>Phase 3</b> (Virtual – 1hr)</p>		<p><b>Triangulation</b> - to discuss progress against the LJMU ITE Curriculum, focusing on the fulfilment of the LJMU ITE Curriculum and sampling evidence (Teaching and Training Files) to confirm that the ITE Curriculum has been fully met and thus all standards have been met for recommendation for QTS.</p>

\* There is an option to deliver this online via TEAMS at school’s request

**Note:** Additional visits may be required where a student teacher is following an **Intervention Action Plan as part of the Partnership’s Additional Support Framework** and/or where there is an identified training issue in the school.