

## University Liaison Tutor Visits – Y3 Undergraduate Primary Programme

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 2 weeks a ‘keeping in touch’ virtual meeting with their student teachers.** LTs will have regular contact with the Programme Leader, via the Programme Leader spreadsheet, to identify student teacher progress towards the PDAs and overall placement development.

The typical pattern of support is as follows:

Phase	Type of visit
Phase 3a (Virtual)*	<b>Mentor Development</b> – this will be a virtual 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 will discuss the ITE curriculum for the programme, how the QTS OneDrive will be used to indicate progress formatively and the paperwork ITT Mentors will be required to complete moving forward.
Phase 3a (School)	<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: <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><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>
Phase 3a (Virtual) (Weeks 3-4)	<b>File Scrutiny:</b> LTs to undertake a file scrutiny to ensure the student teacher is receiving their entitlement and all paperwork is in order and comment at the survey link once completed:
Phase 3b (Virtual)	<b>Triangulation</b> - to discuss progress against the Teachers’ Standards, focusing on the LJMU ITT Student teacher Tracking document and sampling evidence (Teaching and Training Files) to confirm that all standards have been met for recommendation for QTS. LTs to complete the online triangulation form.

\* May be in person if preferred by LT/School.

\* If a mentor has attended the mentor development offered by the LJMU, they may not need to attend a further mentor training session.

**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.