**LJMU Secondary Programmes**

**Placement Timetable**

**Trainee Timetable**

An up-to-date timetable should be emailed to **Liaison Tutor** and **Personal Tutor** allocated to your placement, as appropriate to the Phase, along with the name and contact email of your ITT Mentor (Subject).

|  |  |  |
| --- | --- | --- |
| **Trainee Name** | **Placement Institution** | **Phase** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Mentor** | | **ITT Mentor (Subject)** | |
| **Name:** |  | **Name:** |  |
| **Email:** |  | **Email:** |  |
| **Phone:** |  | **Phone:** |  |

|  |  |
| --- | --- |
| **Programme** | **Subject (and specialist areas, where appropriate)** |
|  |  |

**In your timetable(s), below, please ensure that you:**

* Identify the **Subject/Topic**, **Year**/**Group**, **Room** and **Class Teacher** (initials) for each lesson;
* Identify the lessons taught with your **ITT Mentor** (subject) by **underlining** the class teacher initials;
* Include **weekly training/mentoring sessions** with your **Professional Mentor** and **ITT Mentor** (Subject);
* Use **colour codes** to identify linked lessons, subjects and groups/years and adapt this template to suit the timetable of the institution (i.e. remove/add period rows, reposition break/lunch, etc.);
* Highlight lessons which are **solo-taught**, **team taught**, **observed** or you are **supporting** learners in;
* For **two-week timetables** only, identify the **‘week beginning’ date** for each week that A or B timetable is being taught within the Phase;
* Where the pattern of periods or breaks differ to the template below, **add or remove rows as appropriate**;

**Week A**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Period** | **WEEK A** | | **Week beginning dates for Phase?** | | |  | | |
| **Time** | | **Monday** | **Tuesday** | **Wednesday** | | **Thursday** | **Friday** |
| *Start* | *Finish* |
| **1** |  |  | **[Group]**  [Subject/topic]  [Room] [Teacher] |  |  | |  |  |
| **2** |  |  |  |  |  | |  |  |
| **Break** | | | | | | | | |
| **3** |  |  |  |  |  | |  |  |
| **4** |  |  |  |  |  | |  |  |
| **Lunch** | | | | | | | | |
| **5** |  |  |  |  |  | |  |  |
| **6** |  |  |  |  |  | |  |  |

**Week B**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Period** | **WEEK B** | | **Week beginning dates for Phase?** | | |  | | |
| **Time** | | **Monday** | **Tuesday** | **Wednesday** | | **Thursday** | **Friday** |
| *Start* | *Finish* |
| **1** |  |  | **[Group]**  [Subject/topic]  [Room] [Teacher] |  |  | |  |  |
| **2** |  |  |  |  |  | |  |  |
| **Break** | | | | | | | | |
| **3** |  |  |  |  |  | |  |  |
| **4** |  |  |  |  |  | |  |  |
| **Lunch** | | | | | | | | |
| **5** |  |  |  |  |  | |  |  |
| **6** |  |  |  |  |  | |  |  |