

Template Induction Timetable

1-hour periods	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Welcome to the school by Professional Mentor	Observation 8B	Track a pupil	Observation 10A	Day @ LJMU
Period 2		Meet with SENDCo	Track a pupil		
Break					
Period 3		Familiarisation Time	Track a pupil		
Period 4	Meet General Mentor	School IT Induction	Track a pupil	Observation 9C	
Lunch					
Period 5	Safeguarding Induction		Track a pupil	Reflection Time	
After School	Join departmental meeting			Mentor Meeting	

Activity	Guidance
Welcome by professional mentor	This initial meeting should set the tone of expectations the school has for student teachers, making them feel welcome. If possible, it would be good to include some activities for the professional mentor to get to know the student teachers. It would be ideal if this could happen on the first day, but please do move it to fit around the professional mentor's schedule.
Meet the General Mentor	It is important that each student teacher meets their General Mentor as soon as possible, ideally on the first day. This doesn't have to be a long or formal meeting – just an opportunity for the student teacher to introduce themselves and for the General Mentor to get to know them.
Safeguarding Induction	Student teachers will have completed a Level 2 Certificate in Safeguarding. It is very important this is supplemented by an explanation of the safeguarding processes (including identification of key staff like the DSLs) as soon as possible.
Join Departmental Meeting	Please do welcome our student teachers to any department meetings that might be taking place.
Observations	Please do try to arrange a few observations for this week. They will be very introductory and the student teacher will have an observation process to follow. Please don't ask the student teacher to co-teach or TA in these observations.

Template Induction Timetable

Meet with the SENDCo	It is important in the first week for student teachers to meet with the SENDCo (in groups or individually, which ever suits the schedule of the SENCo) to talk about their role in the school and where to find support for supporting pupils with additional needs.
Familiarisation Time	It is important to give student teachers some time to familiarise themselves with the school. If possible, it would be very useful to give them a map and some time to explore where key areas in the school are.
Track a Pupil	This is a very important part of the induction process, enabling a student teacher to feel the length and rhythm of the full school day for a KS3 class. The student teacher to be discreetly observing the same pupil for their classes. This should be a full day and there will be an observation schedule the student teacher will be following.
Mentor Meeting	This is the designated time for the first formal mentor meeting. There is a specific template for this meeting, with a focus on discussing the plans for the ITAPs in the coming weeks. This meeting can take place according to the General Mentor's schedule, including immediately after school.
Reflection Time	This is designated time for student teachers to reflect, either individually or in groups, following the reflection activities they will be provided.