



LIVERPOOL
JOHN MOORES
UNIVERSITY



MENTORING
MEMOS

PGCE Secondary: Week 2 (w/c 14th September 2026)

Focus this Week	Professional Responsibilities, Standards and Induction This week, student teachers will continue to explore their professional responsibilities, the standards expected of them, and begin their inductions in school.
	Last week, all student teachers spent a full week at LJMU for professional studies. Sessions included: • Welcome to the Programme (Dan Dennis) • Welcome to the Profession (Mike Sweeney) • Safeguarding 1 (Dr Lynn Sampson-Chappell) • How Pupils Learn 1 (Dr Andy Newland) • Inclusive Practice (Dr Lynn Sampson-Chappell) • Assignment 1 Briefing (Dr Heather Hatton) • Professional Resilience (Paul Skinner) • Friday subject studies This week, university-led student teachers will have the following professional studies sessions (school-led will cover the same over the next few weeks): • KS2 Transition (Mike Sweeney) • Understanding Data (Mike Sweeney) • Teacher Identity (Dr Gillian Peiser) • Introduction to Assessment (Paul Skinner) • Classroom Culture (Mike Sweeney) • Fundamental British Values (Dr Shereen Shaw) • Phonics and Early Reading (Dr Liz Parr) • Placement Readiness (Dan Dennis) Student teachers can find all resources on canvas. Mentors can request access for materials in sessions they are interested in by contacting the relevant member of staff. Where will student teachers be this week? • School-Led student teachers: Home School for extended induction • University-Led student teachers: LJMU for professional studies • All student teachers will be back at LJMU for subject studies on Friday 18th September.

Teaching Expectations

Induction

For weeks commencing 14th September (for School-Led) and weeks commencing 21st September (for University-Led), student teachers should be focused on **observations and induction activities**. This means they should not be teaching (including team teaching). Induction activities, at a minimum, must include:

- Welcome meeting with the professional mentor
- Welcome meeting with the general mentor
- School safeguarding induction
- School health and safety induction
- School IT systems induction
- Meeting with SENDCo
- Meet departmental colleagues
- Time to familiarise school layout / buildings

Please refer to the Induction Timetable below for further information about these activities. Completion of these activities will be confirmed in the Phase 1 Review. Any mentor meetings and target setting during these induction weeks should be informal – there is no requirement to complete a mentor meeting record form, yet.

This means that the induction timetable and ITAP timetable (see below) will likely be different to the timetable that starts in Phase 2.

[LJMU ITT Placement : PGCE Secondary : Programme Information InductionTimetableTemplate-PG-Secondary.pdf](#)

Intensive Training and Practice (ITAP)

ITAPs commence for all student teachers on Friday 25th September at LJMU. Each ITAP will follow the same structure as last year:

- **Day 1 in LJMU on Friday** to focus on theoretical underpinning.
- **Day 2 – 5 in Home School on Monday – Thursday** to focus on observation, planning, practice and reflection.

This year, the ITAP focuses are:

ITAP 1 (starting 25/09/26) – How do I start lessons in a calm and purposeful manner?

ITAP 2 (starting 02/10/26) – How do I model and explain knowledge, processes and skills in my subject?

ITAP 3 (starting 09/10/26) – How do I ask and respond to questions in my subject to check understanding?

ITAP 4 (starting 16/10/26) – How do I deploy a subject-specific pedagogy effectively?

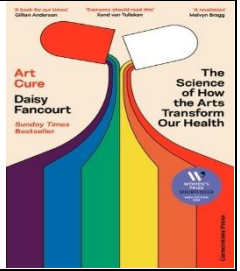
Please refer to the Template ITAP Timetable and the ITAP Booklet which explains what student teachers must do in school during these periods.

[IntensiveTrainingAndPractice-PG-Secondary-TimetableTemplate.pdf](#)
[IntensiveTrainingAndPractice-PG-Secondary-Booklet.docx](#)

ITAP is a compulsory Department for Education compliance activity. This means that during ITAP weeks, **student teachers cannot undertake any activity that is not part of the ITAP**. Please ensure this is adhered to. For ITAP weeks, the mentor meeting record is a focused discussion on ITAP learning, and the record is included as part of the booklet. **No targets should be set during ITAP weeks**. Full target setting and mentor meetings begin in Phase 2.

	Any questions related to ITAP can be directed to Mike Sweeney (m.j.sweeney@ljmu.ac.uk).
Updates	• New RE Subject Lead and Lead Mentor A big welcome to Dr Shereen Shaw, our new Lecture in Religious Education. She will be our Subject Lead and Lead Mentor for Religious Education, and will soon be in touch with all of our RE General Mentors. • ITAP Visits Dr Lorna Pout will be requesting to visit schools in the coming weeks to see how ITAPs are being implemented in schools. If you are able to accommodate her visit, please e-mail Dan Dennis (d.j.dennis@ljmu.ac.uk). • Single point of contact for PMs PMs will receive a single point of contact for all questions and concerns they might have. This will be allocated in the coming weeks. For now, please contact Dan Dennis (d.j.dennis@ljmu.ac.uk).
Reminders for Students	• Safeguarding Training You must ensure you have completed the Prevent and Hayes Safeguarding Training and saved your certificates in the School-Based Training folder on OneDrive. • Contact PMs University-Led student teachers must ensure they have contacted their PMs as soon as they have their contact information to introduce themselves. • Barriers to Learning If you are experiencing any barriers to your learning as a student teacher, please ensure you have discussed this with either Dan or your mentor as soon as possible so we can ensure you receive the support you need.
Reminders for Mentors	• Don't set targets yet As explained above, this starts after ITAPs • Review the ITAP training, booklet and template timetable To ensure you are ready for them starting on Friday 25th September • Subject Specific Mentor Training Online sessions with Subject Leads will be announced soon. Subject specific curriculum maps will be available on the ITT Placement Website from w/c 28th September. • Start steady Don't encourage the student teachers to begin teaching too soon. Phase 1 is all about observations and ITAP. Keep them focused!
Key Dates	• ITAP dates above
Mentor Subject Specific Feedback Support	• Lead Mentors will be in touch with General Mentors by the end of w/c 14th September.

Education Updates	Schools Week: The new National Curriculum is set to be rolled out from September 2028 – link - The draft curriculum is currently out for consultation this September. As part of this consultation, it will be announced which subjects will be included in Phase 1 and Phase 2 of the reform. Government Statistics: Increase in student teachers – link – Secondary ITE postgraduate entrants in 2025/26 increased by 13%, with Physics at a 37% increase.
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	Schools Week: Ofsted recognise preparation for work – link – Ofsted will change the way they measure and inspect schools to ensure inspectors recognise the quality of technical education and support aimed at preparing young people for work.
Recommended Reading	Art Cure by Daisy Fancourt This book pulls together decades of research showing that engagement with the arts has measurable benefits for mental and physical health, from reducing stress to building social connection and cognitive resilience. 
Wellbeing	One way to protect yourself from feeling overwhelmed is to make sure you are properly organised. To stay organised, student teachers should: • Set up their files properly and update them regularly • Check LJMU e-mails every working day • Remember to make full use of the working day, including to organise files before the end of the day Help with organisation is available from subject leads and lead mentors. If you'd like to talk to a Wellbeing Advisor, you can: • Book an appointment online • Visit our drop-in sessions: Monday to Friday, 10am until 4pm in the Student Life Building. • Contact us by phone: 0151 231 3664 or email: studentwellbeing@ljmu.ac.uk

