



LIVERPOOL
JOHN MOORES
UNIVERSITY



MENTORING
MEMOS

PGCE Secondary: Week 3 (w/c 21st September 2026)

Focus this Week	School-Based Induction This week, student teachers will either start or continue their extended school-based induction. This week should equip student teachers with what they need to feel comfortable in a school environment and ready to begin ITAP w/c 28th September.
	Last week, university-led student teachers had 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. If mentors are interested in the key messages delivered in each session, we are adding those to the ITT Placement Website (Section B > Programme Curriculum Information and Mentor Guides > Professional Studies Week 1). Week 1 is up and ready to read, week 2 will be up shortly. Where will student teachers be this week? • All student teachers should be in their home placement for induction activities. • All student teachers will be back at LJMU for subject studies on Friday 25th September.

Teaching Expectations	Induction All 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
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- 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.**

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

Intensive Training and Practice (ITAP)

ITAPs begin on Friday 25th September at LJMU for all student teachers! We don't want student teachers to worry about it this week, but here are the details for mentors to know.

As a reminder, 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?

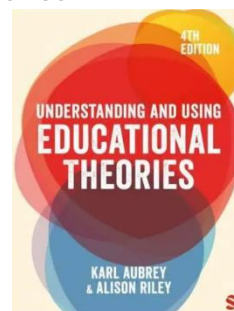
Please refer to the Template ITAP Timetable and the ITAP Booklet which explains what student teachers must do in school during these periods.

[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 formal targets should be set during ITAP weeks.** But please do help student teachers in their planning, practice and reflections. 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	Subject Studies Curriculum Maps are now available To reduce the number of documents mentors refer to, we are sharing the full subject studies curriculum map for each subject (Section B > Programme Curriculum Information and Mentor Guides). Please take the time to read this for your subject. You will notice there is a column for placement activity and focus for GM. This must be considered each week in the mentor meeting. It should give you guidance for discussion, observation and target setting from Phase 2 onwards. A few missing subjects will be uploaded in the next week or so. Subject Studies Curriculum Mentor Training In the coming weeks, Subject Leads will be in touch about live online training for each subject area. This will likely take place at the beginning of Phase 2a. This training is designed to: - Give you confidence to understand the subject curriculum to help inform your mentoring - Support you in setting high quality targets in the subject - Share best practice for mentoring in your subject - Feedback on the subject curriculum Contact list for the Secondary Team You can find a full contact list for the secondary team here (Section B> Key Contacts) New Lesson Plan Proforma We have developed a new lesson plan proforma for all secondary student teachers. As student teachers are not planning their own full lessons until Phased 2, we will share this lesson plan in the coming weeks, along with some worked examples in subject. Keep an eye out for it! Secondary Quality Committee For colleagues who may not know, the Secondary Quality Committee is an important element of our ITE governance. The committee reviews all major data on student progression, attainment, wellbeing and support as well as information about mentoring. They also review all major programme decisions (like the recent change to move ITAP in Phase 1). The committee is chaired by a professional mentor in the partnership and is made up of general mentors, ECTs and LJMU staff representatives, meeting three or four times per year. You may hear more updates from them in the future. If you have any questions about our governance, please e-mail 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 • 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 starts at LJMU on Friday 25th September!
Education Updates	Schools Week: KS3 Alliance seeks evidence on transition to secondary school – link – A national alliance looking to improve children's transition into secondary school is calling for examples of best practice. Schools Week: Parents now less likely to feel involved in their children's education – link – Parentkind have published the results of the UK's largest annual parent poll, asking them about engagement in school, enrichment, school trips and school holidays.
Recommended Reading	Understanding and Using Challenging Educational Theories By K. Aubrey and A. Riley This book explores key educational thinkers, highlighting their strengths and limitations and ideas to apply them in practice. This is a helpful book for mentors helping to guide student teachers in understanding the broader theories at play in education. The 4th edition includes a chapter on John Sweller and cognitive load theory. 
Wellbeing	Student teachers entering a new school this week are navigating an unfamiliar building, unfamiliar names and routines, and unfamiliar expectations, all at once. This can be a vulnerable moment, even for confident student teachers. We should all keep an eye on our wellbeing in these moments. Lead Mentors are there to support, and early support is often much more helpful! 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

