



LIVERPOOL
JOHN MOORES
UNIVERSITY

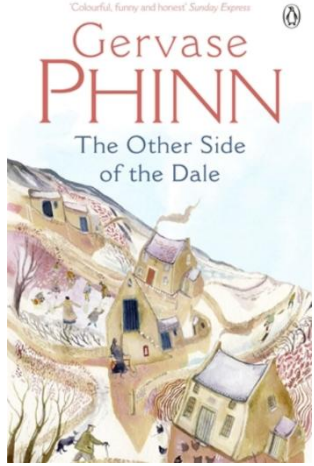


MENTORING MEMOS

PGCE Secondary: Week 5 (w/c 5th October 2026)

Focus this Week	ITAP 2 - How do I model and explain knowledge, processes and skills in my subject? By the end of this week, student teachers should begin to be able to: • Model and explain one aspect of my subject • Break down complex concepts or skills into bite-size chunks • Practise the 'hand-over' from teacher to pupil activity
	ITAPs have been going very well – student teachers have been enthusiastic about their observations and trying out their new behaviour management strategies. Just a reminder: • Student teachers should have an ITAP timetable, which resembles the exemplar found here. • Student teachers should be teaching elements of lessons as required in the ITAP booklet. They should not yet be teaching full lessons. • Student teachers should not be completing the usual mentor meeting form. All they need to do is complete the booklet. If in doubt, reach out to your Lead Mentor or Mike Sweeney (m.j.sweeney@ljmu.ac.uk). We want adaptive practice to be front and centre in our ITAPs. It would be very helpful if mentors could speak with student teachers about how they can implement what they have learned to be inclusive by design in their practice. General mentors can find subject specific guidance on ITAPs here: LJMU ITT Placement : PGCE Secondary : Programme Information (under Intensive Training and Practice). If you can't see your subject there, just contact your lead mentor. As part of our quality assurance obligations, you may be contacted by an LJMU colleague to ask how ITAPs are going and if you need any further support.

Updates	Subject Studies Curriculum Mentor Development Training All subject leads will be delivering live online Mentor Development on Thursday 12th November 15:30 – 16:30. 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 Please keep an eye out for the link in the coming weeks. It will be recorded for those who cannot attend. 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, which can be found here: LJMU ITT Placement : PGCE Secondary : Planning & Learning Activities Remember, student teachers are not planning their own full lessons until Phase 2, but you may want to have advanced sight of the plan they will need to use.
Reminders for Students	Focus on ITAP The only activities you should be completing this week are ITAP 2 related. By the end of this week, ITAP 1 and 2 in the booklet should be completed. If you have any concerns or questions about that, please contact your general or lead mentor.
Reminders for Mentors	Don't set targets yet As explained above, this starts after ITAPs Review the ITAP training, booklet and template timetable ITAP 3 is in quick succession after this week! Focus on ITAP Student teachers should only be completing activity associated with ITAP 2.
Key Dates	- ITAP 2 starts at LJMU on Friday 2nd October. - ITAP 3 starts at LJMU on Friday 9th October. - ITAP 4 starts at LJMU on Friday 16th October. If your school has an extended half term, ITAP 4 will need to be delivered w/c 2nd November for school-led student teachers or w/c 9th November for university-led student teachers. This means that for these students, the Phase 1 review deadline will be Thursday 13th November. - Phase 1 Review deadline – Thursday 22nd October - w/c 2nd November, school-led will be in school, university-led will be at LJMU for one week - w/c 9th November, everyone is in school

Education Updates	Schools Week: New GCSEs risk widening inequalities if take-up is low, researchers warn - link – New vocational GCSEs must be taken by a substantial proportion of pupils, otherwise the qualifications risk widening socio-economic inequalities, researchers have warned. Schools Week: Human skills matter ‘deeply’ in a world of AI, says minister – link – The schools minister has spoken of the need for pupils to build “human skills” in the “world of AI”, as she defended plans to encourage greater uptake of arts and vocational subjects.
Recommended Reading	The Other Side of the Dale Me by Gervase Phinn This week's recommended reading is a break from the intensity of ITAP. The Other Side of the Dale is Gervase Phinn's warm, wonderfully humorous account of his first year as newly appointed County Inspector of Schools in North Yorkshire in the 1980s. It's a gentle read, full of memorable children, eccentric colleagues and the occasional chaos of rural school life. Some might find it a little dated now given how much the system has changed since. But underneath the humour it's a genuine reminder of the human-ness at the heart of education: the individual children, the individual teachers, and the small moments that don't show up in a data return or an inspection report. Worth an hour with a cup of tea this week. 
Wellbeing	ITAPs are intensive and unfamiliar. Student teachers are being closely observed and given lots of feedback in a compressed period. We want to keep our high expectations and provide a consistently positive and caring environment for our student teachers. Here are some practical ways to help calm your nervous system during the school day and support longer-term mental and physical health. If you have any concerns about student teacher wellbeing, please contact lead mentos asap. Student teachers can also talk to a Wellbeing Advisor using these links: • 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

