



LIVERPOOL
JOHN MOORES
UNIVERSITY



MENTORING
MEMOS

PGCE Secondary: Week 9 (w/c 2nd November 2026)

Focus this Week	<p>Week 8 (w/c 26th October) is half term for all student teachers.</p> <p>School-Led: This week is the commencement of Phase 2a.</p> <p>University-Led: This week is professional studies at LJMU.</p>
	<p>University-Led This week, University-Led student teachers will be at LJMU Monday – Friday for their third week of professional studies. Information about what they have learned during this week will be available here: LJMU ITT Placement : PGCE Secondary : Programme Information (Programme Curriculum Information and Mentor Guides > Professional Studies Week 3).</p> <p>School-Led Phase 2a begins this week! General Mentors should begin to prepare the Phase 2a timetable.</p> <p>As a reminder, the teaching requirements for all students in Phase 2a are:</p> <ul style="list-style-type: none">• A minimum of 15 timetabled hours per week. This includes solo-teaching, team teaching, observations, meetings, etc.• By the middle of the phase, student teachers should be teaching the equivalent of one full lesson per day.• By the end of the phase, student teachers should be teaching the equivalent of two full lessons per day.• In Phase 2a, General Mentors and Lead Mentor should use their professional judgement on how the student teacher progresses from one - two full lessons per day. It may be that some teaching is distributed unevenly in the week, according to school timetable constraints. Wherever possible, solo teaching should not exceed two full lessons per day, and in total should not exceed eight lessons per week. <p>Full teaching requirements for the programme can be found here: LJMU ITT Placement : PGCE Secondary : Programme Information (Curriculum and Phased Expectations > Teaching Requirements).</p>

Lesson Plans

Student teachers should now be completing an LJMU lesson plan for every taught lesson. This should be submitted to the General Mentor 48 hours before the lesson is due to be taught.

The template lesson plan can be found here:

[LJMU ITT Placement : PGCE Secondary : Planning & Learning Activities](#)

It is important to remember that student teachers are beginning to *learn* how to plan their lessons. This means that the lesson plans won't be perfect. They are a learning tool. Over the coming weeks, subject specific exemplars for Phase 2a lesson plans will be uploaded for mentors to use as a guide when supporting student teachers.

Mentor Meetings

From the first week of Phase 2a, every student teacher should have a weekly mentor meeting. This should be 45 – 60 minutes in length and follow the template here: [LJMU ITT Placement : PGCE Secondary : Weekly Meeting and Target Setting Record](#).

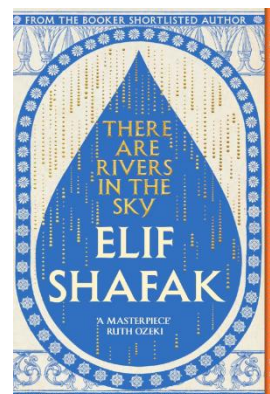
Student teachers should be set a maximum of three targets each week. These targets should be SHARP. Student teachers are responsible for recording their targets, and they may ask for support in ensuring they are sharp. Target setting guidance can be found here: [TargetSetting](#).

It is really important that all targets set follow this guidance. If in doubt, please reach out to your Lead Mentor.

Reminders for Students

Remember to check student teacher expectations of this phase, which can be found on Canvas here: [Phase 2 2026/27: The Secondary Community Site](#). This link is student teacher access only. It reiterates the key messages mentors already know, including this checklist:

- I have read the Phase 2 expectations and understand what is expected of me and my progress.
- I understand my timetable will total at least 15 hours of activity each week.
- My teaching builds to one full lesson per day by mid-phase and two by the end, with solo teaching not exceeding two lessons per day or eight per week.
- I complete my Weekly Meeting Record within 24 hours, with a maximum of three SHARP targets, each with actions.
- My targets are bespoke to me and use the language of the Phase 2a expectations.
- My attendance must be 100% and I must be on time.
- I must complete a full lesson plan and evaluation for each lesson I teach, and save them in my Placement Experience file.
- I must provide a full lesson plan to my General Mentor 48 hours before I teach that lesson.
- My General Mentor will observe two lessons per week, completing a Lesson Analysis Form (LAF) to help me shape my targets.
- My Lead Mentor will visit me on placement to monitor mentoring and my progress.

Reminders for Mentors	<ul style="list-style-type: none"> • Prepare an appropriate Phase 2a timetable • Give student teachers as much notice as possible for their first lessons • Consider the exemplar lesson plans when feedback back to student teachers about their own plans
Key Dates	<ul style="list-style-type: none"> • Friday 23rd October – Board of Studies (meeting with the student representatives from each subject) to discuss student views on the programme so far. We will share the headlines with mentors in the new half term. • Monday 2nd November – Secondary Quality Committee Meeting. This committee meets three times per year and helps set the strategic direction of the programme. It is made up of ECTs, GMs, PMs, and school leaders. If you're interested in joining, please contact Dan on d.j.dennis@ljmu.ac.uk. • From Monday 9th November – all student teachers are in Phase 2a (unless they need to catch up on ITAP days). • Thursday 12th November 15:30 – 16:30 – online subject general mentor training. If you have not received your invitation to this, please contact your lead mentor. • Monday 16th November 20:00: Deadline for student teachers to submit their first assignment
Education Updates	<p>BBC: 'Postcode lotter' driving children's inequality in England, commissioner warns - link – Children's Commissioner for England Dame Rachel de Souza has analysed a hundred different metrics including health and social care, education, safety and play, concluding that a "postcode lottery" has resulted in a "litany of failures" affecting children.</p>
Recommended Reading	<p>There Are Rivers in the Sky by Elif Shafak</p> <p>A reading for pleasure recommendation for half term. There Are Rivers in the Sky is set between the 19th century and modern times, modern times, about love and loss, memory and erasure, hurt and healing, centred around three enchanting characters living on the banks of the River Thames and the River Tigris – their lives all curiously touched by the epic of Gilgamesh. It was rated the 7th most popular book with teachers in 2025 by Teacher Tapp.</p> 
Wellbeing	<p>As the half term break approaches, you might be thinking about how best to use the time to rest and recharge after the demands of the first few weeks. Researcher and author Dr Sandra Daulton-Smith believes there are 7 different types of rest, which all serve a unique purpose.</p> <p> 7 Different Types of Rest</p> <p>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:</p> <ul style="list-style-type: none"> • 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

