

School of Education

**Recruitment to Lead Mentor Training in 2023-24 and Recruitment as Lead Mentors for 2024-25 and beyond**

**2023-2024**

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**Who to contact at the University of Chester**

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| **Postal Contact Details:** | **Telephone and Email** |
| **ITE Administration Office**  School of Education  Riverside  University of Chester  Parkgate Road  Chester  CH1 4BJ  [www.chester.ac.uk](http://www.chester.ac.uk) | Partnership Administration  Tel: 01244 511586  [partnership.primary@chester.ac.uk](mailto:partnership.primary@chester.ac.uk)  [partnership.secondary@chester.ac.uk](mailto:partnership.secondary@chester.ac.uk)  [schooldirect@chester.ac.uk](mailto:schooldirect@chester.ac.uk) |
| For online access to ITE Partnership materials please visit the university website:  https://www1.chester.ac.uk/education-and-childrens-services/partnership | |

The following table shows staff responsibilities for the Partnership and how they can be contacted:

|  |  |
| --- | --- |
| **Name and Role:** | **Telephone and Email** |
| **Dr Michael Bird**  Head of ITE | 01244 512142  [m.bird@chester.ac.uk](mailto:m.bird@chester.ac.uk) |
| **Dr Lynn Sampson-Chappell**  Head of Childhood Education and Professional Development | 01244 511966  [l.sampsonchappell@chester.ac.uk](mailto:l.sampsonchappell@chester.ac.uk) |
| **Sarah McGrath**  Director of Partnership | 01244 513239  [s.mcgrath@chester.ac.uk](mailto:s.mcgrath@chester.ac.uk) |
| **Uná Meehan**  Deputy Director of Partnership | 01244 513239  [u.meehan@chester.ac.uk](mailto:u.meehan@chester.ac.uk) |
| **Anna Foster**  School Direct Programmes Director | 01244 513433  [s.tones@chester.ac.uk](mailto:s.tones@chester.ac.uk) |
| **Sarah Ankers**  Deputy Head of ITE | 01244 512390  [s.ankers@chester.ac.uk](mailto:s.ankers@chester.ac.uk) |
| **Kathryn Clarke**  PGCE Primary Programme Leader (Core and School Direct) | 01244 511677  [k.clarke@chester.ac.uk](mailto:k.clarke@chester.ac.uk) |
| **Deborah Johnson**  PGCE Early Years Programme Leader | 01244 512224  [d.johnson@chester.ac.uk](mailto:d.johnson@chester.ac.uk) |
| **Gordon Baillie**  PGCE Secondary Programme Leader (Postgraduate) Core and School Direct | 01244 512613  [g.baillie@chester.ac.uk](mailto:g.baillie@chester.ac.uk) |
| **Jon Clough**  Primary Programmes Leader (Undergraduate) | 01244 511013  [jonathan.clough@chester.ac.uk](mailto:jonathan.clough@chester.ac.uk) |
| **Gethin Foulkes**  Mentor Development Strategic Lead | 01244 512833  [g.foulkes@chester.ac.uk](mailto:g.foulkes@chester.ac.uk) |
| **Dr Luke Jones**  Programme Lead PG Cert Coaching and Mentoring | 01244 511577  [Luke.jones@chester.ac.uk](mailto:Luke.jones@chester.ac.uk) |
| **Pauline Hughes**  ITE Administration Coordinator | 01244 511594  [pauline.hughes@chester.ac.uk](mailto:pauline.hughes@chester.ac.uk) |
| Mentor Development Administration | [mentordevelopment@chester.ac.uk](mailto:mentordevelopment@chester.ac.uk) |

**Context:**

In December 2022, the Department for Education decided to adopt the Expert Advisory Group’s Market Review of ITT (see [Government response to the initial teacher training (ITT) market review report (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1059746/FOR_PUBLICATION_Government_response_to_the_initial_teacher_training__ITT__market_review_report.pdf) for implementation in all accredited ITE programmes from 2024. We are obliged to comply with a number of new requirements from 2024 which include:

* All one-year QTS programmes must be at least 180 days long including  
  120 school-based days in at least 2 placements.
* All one-year programmes must incorporate at least 20 days of Intensive Training and Practice (ITAP) (not to be subtracted from the 120 days).
* Lead Mentors must be recruited to oversee, train and quality assure general classroom mentors.
* Lead Mentors must complete at least 30 hours of initial training with 12 hours of refresher training for each additional year thereafter.
* Lead Mentors work closely with Associate Teachers during periods of ITAP.
* General Mentors must complete at least 20 hours of initial training with 6 hours of refresher training for each additional year thereafter.

This document outlines the process by which Lead Mentors will be recruited for training in 2023-24 under the University of Chester ITE Partnership, which will in turn enable them to fulfil the role of Lead Mentors in 2024-25 and thereafter.

**Indicative Role and Responsibility of Lead Mentors from 2024 – 25:**

Lead mentors will have an essential role in all University of Chester ITE programmes from 2024. Indicative responsibilities of Lead Mentors, align to the requirements outlined above and may include the following responsibilities, **though the extent of involvement in these will vary depending on AT recruitment and whether Lead Mentors are operating within School-led, Hub-led or Core pathways to QTS**:

Lead Mentor indicative responsibilities may include the following:

* Contribute to placement sourcing and matching of Associate Teachers where necessary.
* Facilitate classroom and subject specific mentors’ and ATs’ access to online systems and platforms for tracking progress and accessing key resources.
* Ensure training of all classroom and subject specific mentors is completed in a timely manner and that the full 20 hours is accounted for.
* Deliver high quality mentor training where necessary.
* Be a source of advice and guidance for general classroom and subject specific mentors.
* Communicate closely with a cluster of schools and build relationships with colleagues in those schools to develop partnership capacity.
* Be centrally involved in planning, supporting ATs and quality assuring periods of Intensive Training and Practice.
* Contribute to wider partnership activity where opportunities allow (e.g. involvement in research, and recruitment)
* Support AT assessment procedures so that they are rigorous, robust, and accurate.
* Ensure that all ATs receive specific training on key priorities including Safeguarding and Child Protection, e-safety and Health and Safety; PREVENT and emerging priorities as determined by partner schools and programmes.
* Quality assure the mentoring of ATs by ensuring that ATs receive appropriate feedback and guidance on planning, teaching and assessment and are completing required placement documentation on time and appropriately.
* Ensure that clear targets are being set which are coherent with the broad ITE curriculum and related actions supported to enable the AT to progress; supporting and advising ATs / schools in the event of intervention 1 or 2 procedures being implemented.
* Support and monitor the feedback and target setting process and offer support and guidance as required;
* Ensure that all requirements of placement are met by schools / settings and ATs.
* Monitor the quality of School-based Learning and take ownership of any required follow-up actions, training or support and sharing good practice (e.g. through CPD; referrals to inclusion and disability; partnership colleagues).
* Provide a first point of contact for School-based Mentors to offer advice and support, as appropriate.
* Submit a report to the SBL Review Board outlining AT progress in each placement.

**Recruitment for Lead Mentors Training Programme 2023-24**

As all Lead Mentors must have completed 30 hours (or equivalent) of Mentor Training by the start of 2024-25, we are organising the delivery of this training to take place in academic year 2023-24.

This training programme will:

* Be free of charge for all who successfully apply.
* Be recognised by other accredited training providers.
* Enable schools to build capacity in mentoring beyond ITE and help them to securely establish a ‘golden thread’ of provision into ECT and NPQ.
* Be made up of a selection of modules taught asynchronously, and/or in twilight and week-end schools.
* Be responsive to those who demonstrate significant prior knowledge (and who will therefore not need to attend/engage in specific sessions).
* Afford all colleagues successfully completing the training the opportunity to work as Lead Mentors supporting ATs for the University of Chester ITE Partnership through either School-Led, Hub-Led or Core pathways to QTS.
* Give all successful applicants the opportunity to accredit this training free of charge into a Post Graduate Certificate in Coaching and Mentoring on completion of additional accredited learning and associated assignments.

**Recruitment Windows and Application Process**

There will likely be TWO recruitment windows for Lead Mentor Training. The first will be from July to September; the second will be from October to December. If there is a need for more we will advertise these thereafter.

The recruitment process will involve an application form and interview. Suitability for the training will be assessed using the following essential and desirable criteria:

All candidates for Lead Mentor Training should:

* Have at least 5 years recent experience as a qualified teacher (with QTS). (Essential) (Application form)
* Be able and willing to travel. (Essential) (Application form)
* Have successful experience of mentoring Associate Teachers to QTS. (Essential) (Application form and Interview)
* Demonstrate an ability to respond effectively and work flexibly to address school-based mentors’ and ATs’ needs. (Essential) (Interview)
* Understand equality legislation and the principles of an inclusive approach to the training of professionals. (Essential) (Interview)
* Be adaptable, flexible, able to solve problems and have good communication skills and IT skills. (Essential) (Interview)
* Demonstrate a willingness to engage in the research field relating to coaching and mentoring. (Essential) (Interview)
* Have experience of leading other professional practitioners. (Desirable) (Application form and Interview)
* Have a comprehensive understanding of the new accreditation criteria for ITE and the Core Content Framework for ITE. (Desirable) (Interview)
* Have experience of Quality Assurance in an educational setting or in ITE. (Desirable) (Interview)
* Understand the implications of the Intensive Training and Practice (ITAP) on general mentors and Associate Teachers. (Desirable) (Interview)

Applications should be made by filling in the application form (pp. 7-10) and sending it to [mentordevelopment@chester.ac.uk](mailto:mentordevelopment@chester.ac.uk).

Interviews, where appropriate, will be arranged as applications are received.

Once candidates are accepted on to the programme, they will be invited to complete a **Training Needs Analysis** document which will help in agreeing the level of prior knowledge and enable training delivery to be tailored according to individual need. This is likely to mean that those with extensive prior experience will not be required to attend all the training.

**Application Form for Lead Mentor Training 2023-24**

|  |  |
| --- | --- |
| Basic Details | |
| Full Name and Title: | Email Address: |
| Correspondence Address: | Date of Birth: |
| Driving Licence: | Able to work in UK: |

The University actively promotes equal opportunities, aimed at treating all applicants fairly. Applicants will be considered purely on the basis of suitability for the training. If you have any difficulties in completing the form please contact [mentordevelopment@chester.ac.uk](mailto:mentordevelopment@chester.ac.uk)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EDUCATION & QUALIFICATIONS | | | | | |
| **Schools, Colleges or Universities** (attended from age 11 onwards) | From | To | Qualifications Obtained (please specify QTS qualification) | Date | Grade (if applicable) |
|  |  |  |  |  |  |
| **Additional qualifications** | Year Awarded | | Awarding Body | | |
|  |  | |  | | |

|  |  |  |
| --- | --- | --- |
| CURRENT OR MOST RECENT EMPLOYER | | |
| Position Held: | From: | To: |
| Employer: | | |
| Address: | | |
| Main duties/responsibilities: | | |
| Notice Required: | Full time/Part time: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS EMPLOYMENT | | | | |
| Employer’s Name & Address | From | To | Position held and nature of duties | Reason for leaving |
|  |  |  |  |  |

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| PERSON SPECIFICATION DETAILS |
| In order to complete this section, please refer to the selection criteria detailed in the Person Specification (pp. 6-7) and provide evidence of how you meet the criteria listed under each of the headings below. A further box is provided for you to provide any other relevant information to support your application. |
| Please outline your mentoring experience here briefly (include how many years of experience this involves and how many Associate Teachers you have successfully mentored to QTS): |
| Please outline what experience you have had in leading and/or training other professional practitioners? |
| Please outline any other relevant information to this application: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | GUARANTEED INTERVIEW SCHEME |      |  |  | | --- | --- | | We guarantee to offer an interview to all applicants with a declared disability (as defined by the Equality Act 2010) who meet the essential criteria as detailed in the Person Specification. Please indicate whether or not this applies to you:  ☐ Yes ☐ No |  |  |  | | --- | | CANVASSING Tick one choice |   Are you related to any member of the University? Ο Yes Ο No  If ‘Yes’, give details: |

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| DECLARATION |
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By submitting this application for Lead Mentor training, you are declaring that the information you have provided is accurate, and that you are in agreement with the information provided being processed in accordance with the Data Protection Act 2018 for recruitment and monitoring purposes. The information will be treated as confidential and will not be revealed to any unauthorised source.

The information supplied by you may be subject to verification with third parties and you authorise them to disclose your personal information to us.

Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after the training in rescinding the awards conferred from any training programme.

**Please save this application form and send a copy to** [**mentordevelopment@chester.ac.uk**](mailto:mentordevelopment@chester.ac.uk) **in order to apply**