

Role of The Lead Subject Mentor

LEAD SUBJECT MENTOR is the title given to the experienced subject specialist teacher who is responsible within the consortium for leading a team of subject mentors in providing training of quality within the subject area for both schemes.

Role

- To ensure that the subject programme and the complementary subject mentoring programme are appropriate to the needs of all trainees on both programmes.
- To lead a team of subject-specialist mentors in providing mentoring of quality and to systematically moderate and validate the work of mentors.
- To monitor and advise on progress of trainees towards the standards.
- To contribute to the evolution of the scheme of training.
- To quality assure the subject specific areas of course

Tasks

In fulfilling the above role, the lead subject mentor will be involved in carrying out the following tasks as appropriate to both schemes:

- Reviewing and updating the content of the subject handbook and weekly mentoring programme;
- Planning, preparing and annually reviewing the Subject Studies programme which will include supporting, advising and managing other session providers. advising the Course Tutor(s) about any measures to improve the quality of trainee experience in the subject area;
- When not delivering afternoon sessions the LSM will be engaged in other ITT related activities, e.g. lesson or mentor observations, annual review and development etc.
- Liaising with subject specialist mentors to ensure effective communication and to provide support and guidance, e.g. via mentor meetings, INSET, mentor training, visits to schools;
- To support all trainees in auditing, planning and enhancing their subject knowledge for teaching;
- To review subject knowledge for teaching improvement of all trainees at the end of the course.
- To oversee mentors and trainees in planning and improving subject knowledge for teaching throughout the year.
- Assessing subject-based tasks and assignments according to the schemes' timetable
- Participating in appropriate meetings necessary for the effective conduct and development of the scheme, e.g. Assessment Board, LSM training.
- Maintaining and recommending enhancement of the specialist reference materials.
- To meet all mentors at dates decided at the beginning of the year during which monitoring of their practice will take place and provide ITT Central Office with minutes of these meetings.
- To support the Course Tutors in monitoring trainees, including two joint lesson observation per trainee in the year.
- Complete an annual review and evaluation of the subject elements of the schemes.
- Produce an annual development plan which reflects the priorities identified in the central plan.
- Contribute to mentor training when appropriate and relevant with particular involvement in training prospective LSMs.
- To support course tutors and mentors in assessing trainees' progress towards achievement of the standards and PGCE (if applicable) throughout the year according to the IMP timetable.
- To support new and inexperienced mentors by observing a mentor session or completing a joint observation recommending further support to Course Tutors.

Programme

Ensure that the annual subject programme:

- Reflects and develops training delivered through the GPS programme;
- Meets the needs of all trainees;
- Provides weekly guidance to mentors/tutors on subject specific issues;
- Is centred on the pedagogical issues surrounding the subject;
- Highlights the current statutory requirements of the subject;
- Supports development in all four elements of subject knowledge for teaching.

Subject knowledge

Weekly subject sessions should be designed to guide and support trainees with the pedagogical issues surrounding the subject. LSMs are key in supporting trainees in auditing their subject knowledge for teaching and overseeing mentors and trainees in planning and improving their subject knowledge for teaching. It is the responsibility of the trainee to follow a subject knowledge improvement plan with the support of the LSM and their mentor.

Thursday sessions should concentrate on pedagogical issues; it is the trainee's responsibility to enhance their subject knowledge per se.

	Tasks	Time
Communication with	Trainees	Weekly – each Thursday
	Mentors	When necessary <i>and</i> according to calendar – usually weekly by email
	Central Office	As and when necessary
Reporting		LSM comment at each IMP
Quality Assurance	Paired observation	At least two per trainee each year
	Mentor observation	As appropriate and according to need
	Trainee entitlement	On-going according to requirements
	Trainee paperwork	According to calendar and IMPs schedule
	Reviewing and updating programme	Annually
Assessment	Observation	Each trainee at least once during the year
	Assignments	As per programme
	IMPs	LSM comment at each IMP
	Final judgement on SKfT	June
Subject Professional Studies Sessions		Weekly
Development		Calendared academic committee and mentor meetings

Time Allowance

Three hours per week. The Consortium will reimburse the Partner School for this time at the rate set by the Headteachers' Committee. Two of the hours are for subject session delivery and one hour for preparation. LSMs are expected to observe each trainee twice across the year.

Most Thursday training sessions will be delivered by the LSM as they are the expert in their subject. When necessary, the LSM will plan for the session to be delivered by a specialist in that particular area of the subject. When this is the case, the Consortium will reimburse the speaker/school as follows:

Colleague from partner school:	£70.00 to the school for delivery £35 to the teacher for preparation	(paid via payroll)
External Consultant:	to be agreed by Programme Manager	Invoice to be paid by Central Office

Expectations surrounding the continuation of the role and resignation

- LSMs will continue their role on a rolling basis unless there has been an agreement that they would be taking on the role for one academic year.
- LSMs who wish to step down from their role must notify the Director of their resignation by 28th/29th February to allow MEITT enough time to recruit a replacement.
- In the event that MEITT does not recruit trainees in a subject, then the LSM for that subject will not be needed to fulfil their role for that academic year.