

## Some tasks of the mentor

- Arrange dedicated times for review and discussion with the student teacher.
- Observe student teachers teaching, and provide feedback and constructive criticism on this.
- Provide feedback on the student teacher's ability to identify learners' needs, to introduce, develop and conclude sessions, to manage transitions and discipline, to use appropriate resources for learning, to use appropriate teaching and learning strategies, to communicate and interact with pupils and to build positive working relationships with them, to promote effective learning, to evaluate their own teaching.
- Negotiate priorities and practices with student teachers.
- Review and discuss with student teachers aspects of their practice and development.
- Review action plans for the student teacher's development.
- Assess, record and report the student teacher's progress against specific criteria.
- Attend mentor development programmes and review, assessment and moderation meetings.
- Review the student teacher's planning of the curriculum, teaching, evaluation and self-evaluation, and assessment of learning.
- Inducting the student teachers into the rules and norms of the school.
- Give practical details of the school, e.g. whom to contact about practical matters.
- Provide appropriate information and documentation for the student teacher e.g. school policies, school and class organisation, curriculum documents, information sources, special needs policies, class lists, registration arrangements, room allocations, timetables, behaviour policies and practices, particular students' needs, homework policies and practices.
- Indicate how differentiation, student involvement and a range of learning styles are addressed.
- Assist in the planning and implementation of educational visits and extra-curricular activities.
- Support students in the planning for their teaching and agreeing teaching plans.
- Review and check the student teacher's teaching practice file.
- Provide feedback – written and oral – on the student teacher's progress and performance to the student and other stakeholders.
- Arrange for student teachers to observe other teachers teaching.
- Discuss the student teacher's progress with the representative of the higher education institution or ITT provider.
- Provide personal and professional support for student teachers.
- Answer any questions that the student teacher might have.
- Offer career advice.
- Provide opportunities for the student teacher to talk over his/her work – review, planning, target setting and action planning.