



Update 2: Partnering with IOE from September 2024 on our Primary and Secondary PGCE Programmes



This guidance, published in April 2024, only relates to IOE's Secondary and Primary PGCE programmes.

About this update

In November, IOE, UCL's Faculty of Education and Society, sent our first update to schools, outlining how we are responding to the Department for Education's (DfE) new requirements that are affecting our Primary and Secondary PGCE programmes. You can [read this first update by clicking here](#).

This second update looks more closely at the two different mentor roles on our Primary and Secondary PGCE programmes from September 2024. It provides further detail about our mentor development curriculum and the additional funding that is available to schools to support these roles next year.

Mentoring with IOE

At IOE, our programmes draw on the expertise of the school-based mentors with whom we work in partnership across London. Drawing on an educative mentoring approach ([Mackintosh, 2019](#)), mentors on IOE's programmes engage in 'joint work' with student teachers to understand and collaboratively develop their practice. This approach, amongst many things, requires mentors to develop expertise in both teaching their phase and subject and enabling new teacher learning.

To support mentors in this endeavour, we have developed, in discussion with mentors, a new mentor development curriculum that is engaging, inspiring and flexible. This curriculum builds upon our existing provision. It includes opportunities for mentors to reflect on their own thinking and gain new perspectives to inform how they work with student teachers and other colleagues in school. This new mentor curriculum will be made available to mentors from June 2024 for those schools choosing to partner with IOE from September 2024.

Mentoring roles

Just as before, each student teacher will be assigned a mentor during their school experience (previously referred to as class teacher mentor (primary) or school mentor (secondary)). This **Placement Mentor (PM)** will work directly with student teachers during placements, being responsible for their day-to-day learning within their setting (nursery, school or college). As part of this support, each Placement Mentor will meet with their student teacher for one hour each week. Other support e.g. through informal catch-ups and lesson observations will be in addition to this formal weekly meeting and ensure that each student teacher has at least 1.5 hours of mentoring support each week.

The quality of mentoring in schools benefits from being led and overseen by an expert who works closely with mentors and student teachers within their school. In this way, we intend to build on our existing School Mentor (primary) and Professional Coordinating Mentor (secondary) roles by creating a **Lead Placement Mentor (LPM)** role in each school.

The Lead Placement Mentor is responsible for leading mentoring and student teacher learning within their setting, overseeing the work of all PMs. Where schools work together, for example through IOE Lead Partner Direct, one LPM can work across more than one school, as long as they have first-hand knowledge of the mentors and student teachers that they support.

Development curriculum for Placement Mentors

So that Placement Mentors are fully prepared for their mentoring role, and to meet DfE requirements, PMs will engage with up to 20 hours of learning in the first year and 6 hours in each subsequent year. Much of this curriculum will already be familiar to anyone who has mentored before.

Aspect	Mode	Time	Existing or new
*Fundamentals of mentoring	Asynchronous	7 hrs	New from 2024
Introduction to IOE, the programme and educative mentoring	Asynchronous	3.5 hrs	New from 2024
Mentor development before each placement	Synchronous and asynchronous	1.5 hrs before each placement	Existing
School visits by University Tutor	Face to face	1 hr per placement	Existing
Time to read mentor guides and updates	Asynchronous	45 mins per placement	Existing
Enrichment Curriculum	Face to face and/or asynchronous	3 hrs	Dependent on phase/subject

Yellow indicates the aspects also completed in subsequent years with 30 minutes reading time per placement instead of 45 minutes.

The fundamentals of mentoring aspect will be common among London providers that are part of the Pan London ITE Network (PLITEN). This means that this part of the curriculum will not need to be repeated if mentors work with more than one PLITEN provider.

Relevant prior learning for Placement Mentors

*We know that many Placement Mentors will already have undertaken or be undertaking relevant prior learning. Any mentor who is or has been an ECF mentor, or who has completed or is completing an NPQLTD will not need to complete the 7 hours of fundamentals of mentoring. Other prior learning will also be considered on a case-by-case basis so that mentors do not need to unnecessarily repeat any previous learning.

Development curriculum for Lead Placement Mentors

Lead Placement Mentors will undertake up to 30 hours of learning in the first year and 12 hours in each subsequent year. Much of this curriculum will already be familiar to anyone who has been a Professional Coordinating Mentor or School Mentor before.

Aspect	Mode	Time	Existing or new
*Fundamentals of mentoring	Asynchronous	7 hrs	New from 2024
Introduction to IOE, the programme, educative mentoring and the LPM role	Asynchronous	4.5 hrs	New from 2024
**Leading mentors and mentoring in my setting (a)	Face to face	2.5 hrs	Existing
**Leading student teacher learning in settings	Asynchronous	3.5 hrs	New from 2024
Mentor development before each placement and time for planning	Synchronous and asynchronous	2 hrs before each placement	Existing
Meeting with mentors in your setting for induction	LPM directed in school	1 hr	Existing
Leading mentors and mentoring in my setting (b)	Face to face	1 hr	Existing
School visit by University Partnership Team	Face to face in school	1.5 hr	Depending on phase
Enrichment curriculum – a focus on leading teacher learning	Face to face and/or asynchronous	5 hrs	Depending on phase

Yellow indicates the aspects also completed in subsequent years (note Year 2 also incorporates time for reading programme updates).

Relevant prior learning for Lead Placement Mentors

*We know that many Lead Placement Mentors will already have undertaken or be undertaking relevant prior learning. Any mentor who is or has been an ECF mentor, or who has completed or is completing an NPQLTD will not need to complete the 7 hours of fundamentals of mentoring.

**Any mentor who is or has completed the NPQLTD will not need to complete the 3rd and 4th aspects outlined in the table above.

Further information about the mentor development curriculum for Placement Mentors and Lead Placement Mentors

Enrichment curriculum

The mentor enrichment curriculum is dedicated time for mentors to engage with research and attend subject-specific conferences and workshops run by IOE and our partners. All mentors with IOE will also have access to the wide-ranging [NASBTT mentor development modules](#) to extend their understanding of specific areas relevant to their professional development needs.

Accessing the curriculum

Some elements of the curriculum will be accessible through UCL Extend from June 2024. Mentors will be given access to this platform once their school has signed a Memorandum of Agreement with IOE in the summer term. The mentor development curriculum involves both online and face-to-face learning throughout the year with the majority of the curriculum being accessible at a time that is convenient for mentors.



Certification

All Placement Mentors and Lead Placement Mentors who successfully complete IOE's mentor development curriculum will receive a certificate of participation from UCL. This will detail the number of hours and type of mentor development completed.

Funding for 2024-5

Schools who partner with IOE will continue to receive placement fees from IOE for each student teacher that they mentor. **In addition** to this:

Lead Placement Mentors

IOE will be providing additional support for schools with the costs associated with the Lead Placement Mentor role for 2024-5. This **new, additional funding** amounts to approximately £200 per student teacher per placement. Schools who partner with IOE from 2024-5 will be encouraged, where appropriate, to take more than one student teacher for each placement as this arrangement can benefit students, IOE and partner schools.

Placement Mentors

Schools will be able to claim financial support from the DfE to help with the costs associated with the Placement Mentor Role. For schools in Inner London, this 'general mentor training grant' will be up to £1072 per mentor paid on a pro-rata basis between September 2025 and January 2026. This funding can be used to help with costs of Placement Mentors being away from the classroom while they learn e.g. paying someone to take over lessons while a mentor is completing the mentor development curriculum. Further information about how this funding can be used is available here: <https://www.gov.uk/government/publications/initial-teacher-training-reform-funding-guidance>.

Timeline

April 2024	Second partnership update shared with schools
May	IOE sends placement requests to partner schools
June	Schools confirm placement offers for SE1 and sign a Memorandum of Agreement Placement Mentors and Lead Placement Mentors for SE1 access UCL Extend and can begin some elements of their mentor development curriculum
July	
August	
September	IOE confirms SE1 placements with schools All SE1 PMs and LPMs access UCL Extend and begin their mentor development curriculum SE1 begins (primary)
October	SE1 begins (secondary)
November	
December	
January 2025	
February	SE2 begins (secondary)
March	
April	SE3 begins (primary, note SE3 visit day in March) ¹
May	
June	
July	Schools submit claims to DfE by end of July for the general mentor training grant
August	
September	Payments made in arrears by DfE to schools and ITE providers from September 2025 till January 2026. Once received, IOE passes on funding to schools to support costs associated with Lead Placement Mentor role.

¹ Primary SE2 placement for 2024-5 will be one week and is not affected by these updates.

How to partner with IOE

We will be inviting our existing partner schools to confirm placements for 2024-5 in May 2024. If you are a new partner and would like to partner with IOE by offering school placements for PGCE students please contact us at: placements@ucl.ac.uk.

Briefing for headteachers and school leaders to find out more

You can find out more about partnering with IOE on our primary and secondary programmes by attending an upcoming online briefing for headteachers and school leaders. These are taking place on Thursday 16 May 4.30-5.00 and repeated Monday 20 May 4.30-5.00



To sign up for one of these online briefings please use the links below.

- **Thursday 16 May 4.30-5.00**
<https://BriefingforheadteachersandseniorleadersinvolvedinITE16thMay.eventbrite.co.uk>
- **Monday 20 May 4.30-5.00**
<https://BriefingforheadteachersandseniorleadersinvolvedinITE20thMay.eventbrite.co.uk>

ucl.ac.uk/ioe