

## Placement Overview:

During the placement experience the Liaison Tutor (LT) for your placement institution will be the key contact for the ITT Mentor(s) and trainee(s). The typical pattern of visits is as follows:

Phase	Placement	Type of visit
Phase 1 (year 1)	Phase 1 school	<b>Initial contact:</b> (normally by email/phone, but a visit may be needed when a group of trainees is placed in the same school) with Professional Mentor and trainees to make introductions, identify and resolve any early issues, etc. Mentor training needs may be discussed at this point. <b><i>Within 2 weeks of placement starting.</i></b>
Phase 1 (year 1)	Phase 1 school	<b>Mentor Training Visit undertaken by the Liaison Tutor</b> with ITT Mentor(s) and Trainee(s), to establish expectations, ensure mentors are clear in their role and identify and resolve any early issues. An observation may be undertaken where deemed appropriate by the Mentor or Liaison Tutor. (2 hours)
Phase 2 (year 2)	Phase 2 school	<b>Initial contact:</b> (normally by email/phone, but a visit may be needed when a group of trainees is placed in the same school) with Professional Mentor and trainees to make introductions, identify and resolve any early issues, etc. Mentor training needs may be discussed at this point. <b><i>Within 2 weeks of placement starting.</i></b>
Phase 2a (year 2)	Phase 2 school	<b>Mentor Training Visit undertaken by the Liaison Tutor</b> with ITT Mentor(s) and Trainee(s), to establish expectations, ensure mentors are clear in their role and identify and resolve any early issues. An observation may be undertaken where deemed appropriate by the Mentor or Liaison Tutor. (2 hours)
Phase 2b (year 2)	Phase 2 school	<b>Co-observation visit undertaken by the Liaison Tutor</b> with the ITT Mentor including observation of the ITT Mentor feedback to the trainee. The visit will also include monitoring of target setting and scrutiny of trainee files, progress, etc. (2 hours)
Phase 3a (year 3)	Phase 3 school	<b>Initial contact:</b> (normally by email/phone, but a visit may be needed when a group of trainees is placed in the same school) with Professional Mentor and trainees to make introductions, identify and resolve any early issues, etc. Mentor training needs may be discussed at this point. <b><i>Within 2 weeks of placement starting.</i></b>
Phase 3a (year 3)	Phase 3 school	<b>Co-observation visit undertaken by the Liaison Tutor</b> with the ITT Mentor including observation of the ITT mentor feedback to the trainee. The visit will also include monitoring of target setting and scrutiny of trainee files, progress, etc. (2 hours)
Phase 3b (year 3)	Phase 3 school	<b>Triangulation meeting:</b> to discuss progress against the Teachers' Standards, focusing on the LJMU ITT Tracker and sampling evidence (Teaching and Training Files) to confirm that all standards have been passed for recommendation for QTS. An indicative final grade will be discussed, based on the evidence presented by the trainee (2 hours)

**Note:** Additional visits may be required where a trainee is following an **Intervention Action Plan as part of the Partnership's Additional Support Framework** and/or where there is an identified training issue in the school.

Trainees may also receive additional subject/phase specialist school visits, based on identified needs