

University Liaison Tutor Visits – All Salaried Postgraduate Programmes

During the placement experience the University Liaison Tutor (LT) for your placement institution will make contact with the ITT Mentor and trainee. **Liaison Tutors will facilitate every 4 weeks a ‘keeping in touch’ virtual meeting with their trainees.** The typical pattern of support is as follows:

Phase	Type of visit
Phase 1 (School) *	Mentor Development – this will be a school meeting with the Professional Mentor, ITT Mentor(s) and Trainee(s), to establish expectations, ensure all mentors are clear in their role and to identify and resolve any early issues. The Liaison Tutor will discuss the ITE curriculum for the programme, the www.itt-placement.com website, how the QTS OneDrive will be used to indicate progress formatively and the paperwork ITT Mentors will be required to complete moving forward.
Phase 2a (School)	Co-observation visit undertaken by the Liaison Tutor with the ITT Mentor including observation of the ITT Mentor feedback to the trainee. The visit will also include: <ul style="list-style-type: none"> • Quality of mentor written and verbal feedback and mentoring/coaching • Quality of trainee lesson planning, evaluation, and their ability to identify impact on learning. <p>Note: where there is an issue with a trainee’s subject knowledge that requires additional input from a subject specialist at LJMU, this may be agreed between the ITT Mentor and Liaison Tutor.</p>
Phase 2b (Virtual)	Formal OneDrive Review - in this placement a formal review of the trainee’s OneDrive should be undertaken and captured via the survey link provided to LTs. If a trainee is placed on the ASF in their home school, which is to be monitored in the alternate placement, the LT/PT from the home school will need to review this.
Phase 2b (School)	Co-observation visits by subject specialists – there will be quality assurance subject knowledge focussed co-observations from subject specific staff. Only some teachers in training will be observed. In addition, SD trainees may be visited by a representative from their consortium.
Phase 3a (School)	Co-observation visit - undertaken by the Liaison Tutor with the ITT Mentor including observation of the ITT Mentor feedback to the trainee. The visit will also include monitoring of target setting. Note: where there is an issue with a trainee’s subject knowledge that requires additional input from a subject specialist, this may be agreed between the ITT Mentor and Liaison Tutor.
Phase 3b (Virtual)	Triangulation - to discuss progress against the Teachers’ Standards, focusing on the LJMU ITT Trainee Tracking document and sampling evidence (Teaching and Training Files) to confirm that all standards have been met for recommendation for QTS.

* There is an option to deliver this online via TEAMS at school’s request

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.