

Volunteer Part-time Teacher Ed Placements at the Bedford College Group



Information for Mentors and Mentees

The course is a two year part-time teaching in Lifelong Learning Education course. The course is a 'practice' based course and therefore a trainee teacher will either be in a voluntary placement for at least 75hrs or in paid employment per academic year.

The placement would need to be for 75hrs per year (e.g. 1 day a week). The trainee teacher would initially start off as a teaching assistant, supporting a more experience member of staff (The Mentor). As the trainee gets more confident throughout the academic year they should be given chunks of lessons to teach (e.g. 30mins, 1hr etc) and begin to assume more responsibility as the year progresses. As a mentor you will support this transition. There is a requirement for the main lecturer (Mentor) to be present within the classroom at all times and volunteer teachers you cannot be solely timetabled to a session. This would change if a mentee accepts Associate Lecturer (AL) hours and is therefore paid for their work.

There is a requirement for the trainee to complete a further 50hrs of supervised activity per year including: shadowing, peer observations, CPD, Open Days, Parents Evenings etc.

There is a requirement from the Mentor to perform observations and you should check with the Course Manager how this works. A trainee will be assessed on a minimum of 5 x 1hr observations in total during each year.

We would encourage trainees to make the most of the placement and offer to gain experience in assessment, interviews, department meetings and CPD etc. This will enable them to learn more about FE and the teaching role. In this way a trainee will be an increasingly skilled and useful staff member in your department, and ultimately more employable.

Thanks

Teacher Education Team