



UNIVERSITY PERSONAL TUTOR

Roles and responsibilities

The University Personal Tutor is responsible for monitoring trainees overall progress while registered at the university, including academic work and any pastoral issues that may arise. It is important that trainees keep in regular contact with them. Personal Tutors will support trainees throughout the course, reviewing academic work and progress during teaching placements. They contribute to the writing of academic references and are also in a position to refer trainees to other agencies within and outside the university if this would be helpful.

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| Induction | Establishing a Community of Practice. Read all Curriculum Maps and Core Content Framework on the Mentor Zone (Curriculum section). The Exeter model – underpinning theory, research evidence and practical implementation. |
| Training | Training, Development and Consultation (TD&C) sessions are held for school-based mentors and UVTs throughout the academic year. The focus of these sessions is decided on in the community of practice and the outcome of the self-evaluation documents against the National Mentoring Standards: in consultation between the partnership office, partner schools and the university. UVTs, mentors and university academic staff are invited to attend. Mentor engagement continues throughout the year via regular updates and through the Mentor Zone Annual School Direct Review and Development sessions Wordpress link to aspirational practice and research blog |
| Evaluation | Trainee evaluation of tutor support to enable review and improvement ITECs review university support and provision |
| Feedback | Feedback to the university forms part of the annual improvement plan |

*The [National Standards for school-based ITT Mentors \(2016\)](#)