SWIFT Teacher Training

# MENTOR TRAINING
## OVERVIEW

V1-24

## About Our Training

**Our bespoke SWIFT Teacher Training Mentor Curriculum is created by experts, who work in local schools and understand fully the training requirements and everyday commitments of teachers who have taken on a Mentoring role.**

To find out more about our programme visit: **SWIFT Teacher Training - South West Institute for Teaching**

# Our Mentor Training:

- **Develops Mentor skills and expertise, so that they can fulfil their role as an 'expert colleague.'**
- **Builds Mentors' knowledge and understanding of SWIFT Teacher Training's ITT curriculum, and the evidence that underpins it.**
- **Prepares Mentors for their role in guiding and supporting trainees through that curriculum.**
- **Ensures practice fully reflects the intent and content of the ITT curriculum.**
- **Works to prioritise mentor well-being.**

**Please note the information below meets the Initial Teacher Training: criteria and supporting advice Statutory guidance for accredited ITT providers 2024 – 2025.**

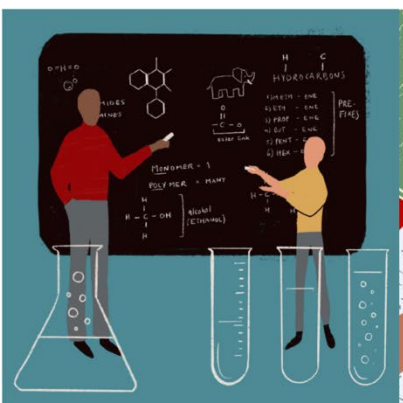
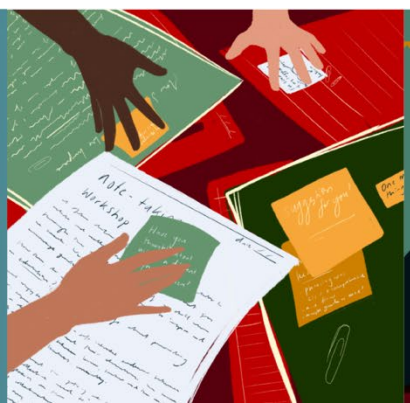
**www.gov.uk/government/publications/initial-teacher-training-criteria**

## Training Time Commitments | Year 1

| Time Commitment for Mentors Year 1 | Maximum 20 hours |
|---|---|
| Induction Day | Six hours |
| Online Asynchronous Training | Eight hours |
| Online Synchronous Training | Six hours |

## Training Time Commitments | Annual Refresher Training

| Time Commitment for Mentors Year 2 | Maximum six hours |
|---|---|
| Induction Day | Three hours |
| Online Asynchronous Training | Two hours |
| Online Synchronous Training | One hour |

# Mentoring

| | |
|---|---|
| Mentoring | **One and a half hours per week**<br>*To include:*<br>• **A timetabled slot(s) per week equivalent to 60 minutes.**<br>• **Additional time totalling 30 minutes of structured expert feedback.** |

# Department for Education (DfE) Funding for Mentor Training

| Funding Available | Funding Period | Recipient of Funding | How is it paid |
|---|---|---|---|
| Up to £876 (£43.80 per hour) — for schools outside of London | Academic year 2024 - 2025 | Schools who host ITT trainees | Payments will be made in arrears based on the number of hours of training.<br>Schools will be able to claim this funding at the end of the 2024 - 2025 academic year. |

# SWIFT Teacher Training Payments

| | Short Placement | Long Placement | Enrichment Placement |
|---|---|---|---|
| Payment | £400 | £600 | £100 |
| Number of weeks / days (approx.) | 10 weeks | 15 weeks | Five – seven days |

Mentor Selection

# Mentors Must:

- Hold QTS.
- Be in at least their third year of teaching.
- Have the necessary skills and knowledge to work successfully in this role.
- Be allocated to trainees as appropriate to their subject (Secondary) or phase (Primary) needs.

# Support

You will be supported by our:

- **Experienced Mentor Team, which includes a Senior Lead Mentor and Lead Mentors.**
- **Central SWIFT Teacher Training Team.**
- **Campus Leads, representing your area.**

Mentor Curriculum | Year 1 | Maximum 20 hours

# Our Year 1 Curriculum Includes:

- **Six and a half hours, whole day, of face-to-face training.**
- **Six hours of asynchronous online training.**
- **Five hours of synchronous online training.**
- **Two and a half hours of asynchronous activities across the year.**

| Module | Delivery | Length | Date of Seminar OR Event OR Completed by | Compulsory Equivalence to Optional |
|---|---|---|---|---|
| **The principles of effective teaching** | Face-to-Face \| Induction Day | Induction Day Six and a half hours | Monday 17 June 2024 OR Wednesday 3 July 2024 | Compulsory. |
| **Building a supportive professional environment** | Face-to-Face \| Induction Day | | | |
| **Instructional coaching** | Face-to-Face \| Induction Day | | | |
| **Implementing the SWIFT TTC & the CCF** | Face-to-Face \| Induction Day | | | |
| **ITAP & The importance of deliberate practice** | Face-to-Face \| Induction Day | | | |
| **Mentoring to develop a powerful teaching environment** | Online asynchronous materials | 60 minutes | Week beginning 9 September 2024 | Compulsory. Only 30 minutes if ECF Mentor or Instructional Coach training completed. |
| **Mentoring to ensure effective teaching** | Online asynchronous materials | 60 minutes | Week beginning 30 September 2024 | Compulsory. Only 30 minutes if ECF Mentor or Instructional Coach training completed. |
| **Assessment of Trainee Teachers** | Online synchronous seminar | 60 minutes | Wednesday 16 October 2024 | Compulsory. |
| **Deconstructing practice** | Online synchronous seminar | 60 minutes | Wednesday 20 November 2024 | Compulsory unless ECF Mentor or Instructional Coach training completed. |
| **Mentoring to ensure effective assessment and feedback** | Online asynchronous materials | 60 minutes | Week beginning 2 December 2024 | Compulsory. Only 30 minutes if ECF Mentor or Instructional Coach training completed. |
| **Wellbeing & a professionally acceptable workload** | Online synchronous seminar | 60 minutes | Wednesday 22 January 2025 | Compulsory unless ECF Mentor training completed. |
| **Balancing support and challenge** | Online synchronous seminar | 60 minutes | Wednesday 5 March 2025 | Compulsory unless ECF Mentor training completed. |
| **The importance of subject knowledge** | Online asynchronous materials | 60 minutes | Week beginning 17 March 2025 | Compulsory. |
| **Mentoring to develop an adaptive & inclusive teacher** | Online asynchronous materials | 60 minutes | Week beginning 31 March 2025 | Compulsory. Only 30 minutes if ECF Mentor or Instructional Coach training completed. |
| **Enriching your trainee's development** | Online asynchronous materials | 60 minutes | Week beginning 5 May 2025 | Compulsory. |
| **Future Growth – The ECF and beyond** | Online synchronous seminar | 60 minutes | Wednesday 11 June 2025 | Compulsory. |

**Remaining two and a half hours assigned across the year, various asynchronous.*
*** As a major regional delivery lead for the Early Career Framework (ECF), we are able to ensure that ECF Mentor training is taken into account and duplications between the programmes are significantly reduced. Where equivalences exist, we offer 30-minute bitesize training sessions or the module is exempt.*

# Our Year 2 Curriculum Includes:

- **Two and a half hours, whole day, of face-to-face training.**
- **Two and a half hours of asynchronous online training.**
- **One hour of synchronous online training.**

| Module | Delivery | Length | Date of Seminar OR Event Completed by | Compulsory Equivalence to Optional |
|---|---|---|---|---|
| **The principles of good teaching & Implementing the SWIFT TTC** | Face-to-Face \| Induction Day | One and a half hours | Week beginning 14 July 2025 | Compulsory. |
| **Expert Instructional coaching** | Face-to-Face \| Induction Day | One hour | Week beginning 14 July 2025 | Compulsory unless Lead Instructional Coach. |
| **Mentoring to develop a powerful teaching environment** | Online asynchronous materials | 30 minutes | Week beginning 15 September 2025 | Compulsory. |
| **Mentoring to ensure effective teaching** | Online asynchronous materials | 30 minutes | Week beginning 29 September 2025 | Compulsory. |
| **Mentoring to ensure effective assessment and feedback** | Online asynchronous materials | 30 minutes | Week beginning 1 December 2025 | Compulsory. |
| **Mentoring to develop an adaptive & inclusive teacher** | Online asynchronous materials | 30 minutes | Week beginning 30 March 2026 | Compulsory. |
| **Enriching your trainee's development** | Online asynchronous materials | 30 minutes | Week beginning 30 March 2026 | Compulsory. |
| **Future Growth – The ECF and beyond** | Online synchronous seminar | 60 minutes | Week beginning 8 June 2026 | Compulsory. |

Please note we are working on further equivalences with other Regional ITT Providers to support mentors who may work with more then one Provider. We will update the final columns of the tables above later this year.

SWIFT Teacher Training will be using Steplab as an online platform to record and analyse interactions between Trainee Teachers and Mentors.

Steplab supports an instructional coaching approach to teacher development and the Steplab platform provides a clear and simple to use observation proforma for a Mentor to complete. Steplab then provides the Mentor with guidance and support materials for the next step the Trainee Teacher needs to take and can be used to drive the Mentor meetings. These records are automatically saved on the accounts of the Trainee Teacher and the Mentor. They are also visible to the Lead Mentors, which means there is no needless duplication of paperwork or the need to upload a variety of forms to a variety of accounts.

In addition to this, Steplab has a vast library of articles, videos and courses to support the Trainee Teacher and Mentor alike.

For more information, go to https://steplab.co. Mentors will receive the appropriate training to be able to use Steplab as part of their 20 hours entitlement.

Programme Platform | Steplab

**Mentoring is defined here as in the *Core Content Framework* (CCF)*:***

| | |
|---|---|
| School Mentor \| Appointed by Placement School | *Should:*<br>• **Support and guide the SWIFT Trainee as they progress to QTS.**<br>• **Deliver some aspects of the SWIFT Trainee Teacher Curriculum.**<br>• **Engage in up to 20 hours of SWIFT Mentor Training during their first year as a Mentor.**<br>• **Engage in six hours of Mentor Refresher Training in subsequent years.**<br>• **Regularly observe the SWIFT Trainee, a minimum of once per week.**<br>• **Meet weekly with the SWIFT Trainee to provide expert feedback on their progress and set an improvement target.**<br>• **Spend a total of 90 minutes supporting the SWIFT Trainee per week.**<br>• **Complete observations and feedback using the Steplab platform.**<br>• **In Primary could be the Class Teacher.** |
| Lead Mentor \| Appointed by SWIFT Teacher Training | *Should:*<br>• **Provide guidance and support to Mentors and their schools.**<br>• **Quality assure the support provided by Mentors.**<br>• **Lead the training of Mentors.**<br>• **Contribute to the development of Mentor training materials.**<br>• **Provide structure interventions when concerns are raised about the quality of mentoring and support for a SWIFT Trainee.**<br>• **Complete 30 hours of training in the first year in role.**<br>• **Complete a National Professional Qualification in Leading Teacher Development (NPQLTD).**<br>• **Contribute to the delivery of Intensive Training and Practice weeks.**<br>• **Nurture the partnerships between the stakeholders in SWIFT Teacher Training.** |
| Senior Lead Mentor \| Appointed by SWIFT Teacher Training | *Should:*<br>• **Provide guidance and support to Lead Mentors.**<br>• **Quality assure the support provided by Lead Mentors.**<br>• **Nurture the partnerships in SWIFT Teacher Training.**<br>• **Coordinate the design and delivery of the training of Lead Mentors.**<br>• **Coordinate the design and delivery of the training of Mentors.**<br>• **Analyse data from Steplab to identify areas for adaptation or intervention.**<br>• **Oversee and coordinate the quality assurance process for the SWIFT Teacher Training Mentor Programme.** |
| Campus Lead \| Appointed by SWIFT Teacher Training | *Should:*<br>• **Coordinate and facilitate the delivery of the SWIFT Teacher Training curriculum.**<br>• **Liaise with the Senior Lead Mentor and Lead Mentors to ensure the effective delivery of aspects of the curriculum by Mentors.**<br>• **Guide Lead Mentors to provide additional guidance, support and interventions where needed.**<br>• **To find out more about our Campus structure visit Campuses and schools - South West - SWIFT Teacher Training** |
| SWIFT Trainee | *Should:*<br>• **Engage fully with the SWIFT Teacher Training curriculum.**<br>• **Meet regularly with their Mentor.**<br>• **Act on the feedback they are given.**<br>• **Plan and deliver episodes and full lessons when directed by their Mentor.**<br>• **Engage with Steplab.** |

*"Receiving structured feedback from expert colleagues on a particular approach – using the best available evidence – to provide a structured process for improving the trainee's practice."*

| Week Beginning | Week | Monday | Tuesday | Wednesday | Thursday | Friday | Twilight |
|---|---|---|---|---|---|---|---|
| 26/08/2024 | 1 | | | | | | |
| 02/09/2024 | 2 | | | | | | |
| 09/09/2024 | 3 | | | | | | |
| 16/09/2024 | 4 | | | | | | |
| 23/09/2024 | 5 | | | | | | |
| 30/09/2024 | 6 | | | | | | |
| 07/10/2024 | 7 | | | | | | |
| 14/10/2024 | 8 | | | | | | |
| 21/10/2024 | 9 | | | | | | |
| 28/10/2024 | 9a | | | | | | |
| 04/11/2024 | 10 | | | | | | |
| 11/11/2024 | 11 | | | | | | |
| 18/11/2024 | 12 | | | | | | |
| 25/11/2024 | 13 | | | | | | |
| 02/12/2024 | 14 | | | | | | |
| 09/12/2024 | 15 | | | | | | |
| 16/12/2024 | 16 | | | | | | |
| 23/12/2024 | 16a | | | | | | |
| 30/12/2024 | 16b | | | | | | |
| 06/01/2025 | 17 | | | | | | |
| 13/01/2025 | 18 | | | | | | |
| 20/01/2025 | 19 | | | | | | |
| 27/01/2025 | 20 | | | | | | |
| 03/02/2025 | 21 | | | | | | |
| 10/02/2025 | 22 | | | | | | |
| 17/02/2025 | 22a | | | | | | |
| 24/02/2025 | 23 | | | | | | |
| 03/03/2025 | 24 | | | | | | |
| 10/03/2025 | 25 | | | | | | |
| 17/03/2025 | 26 | | | | | | |
| 24/03/2025 | 27 | | | | | | |
| 31/03/2025 | 28 | | | | | | |
| 07/04/2025 | 28a | | | | | | |
| 14/04/2025 | 28a | | | | | | |
| 21/04/2025 | 29 | | | | | | |
| 28/04/2025 | 30 | | | | | | |
| 05/05/2025 | 31 | | | | | | |
| 12/05/2025 | 32 | | | | | | |
| 19/05/2025 | 33 | | | | | | |
| 26/05/2025 | 33a | | | | | | |
| 02/06/2025 | 34 | | | | | | |
| 09/06/2025 | 35 | | | | | | |
| 16/06/2025 | 36 | | | | | | |
| 23/06/2025 | 37 | | | | | | |
| 30/06/2025 | 38 | | | | | | |
| 07/07/2025 | 39 | | | | | | |

**Subject to change and holiday dates may vary depending on school placement.**

| KEY | | Elements | Location |
|---|---|---|---|
| | SWIFT Start Induction | | In-person External Venue |
| | Provider-Led | Seminars and Workshops | Online / In-person External Venue |
| | PGCE | Seminars and Workshops | Online / in-person External Venue |
| | Subject Knowledge | Seminars and Workshops | Online / In-person External Venue |
| | Subject Knowledge Twilight | Seminars and Workshops | Online |
| | Short Placement | Teaching Practice | School |
| | ITaP | Intensive Training and Practice Weeks | School |
| | Long Placement | Teaching Practice | School |
| | Enrichment Placement | Teaching Practice | School |
| | Holiday | | |

# Placement Dates | Primary

| Primary School Placements | Week | Week Beginning<br>dates are w/b followed by<br>actual days in school | Days in School |
|---|---|---|---|
| **Short Placement Induction**<br>Placement school support required for logistics | 3 | 09/09/2023 | Wed, Thurs, Fri |
| **Short Placement Professional Studies**<br>Placement school support required for logistics | 4 - 6 | 16/09/24<br>23/09/24<br>30/09/24 | Wed, Thurs |
| **Short Placement**<br>Timetable required | 8 - 16 | 14/10/2024 – 16/12/2024 | Mon, Tues, Wed, Thurs<br>Except 02/12/24 |
| **Long Placement Induction**<br>Placement school support required for logistics | 17<br>18<br>19 | 06/01/2025<br>13/01/2025<br>20/01/2025 | Thurs<br>Thurs<br>Thurs / Fri |
| **Long Placement Professional Studies**<br>Placement school support required for logistics | 20 | 27/01/25 | Mon, Tues, Wed, Thurs, Fri |
| **Long Placement**<br>Timetable required (16 hours) | 22<br>23 – 26<br>27<br>29 – 32<br>34 - 37 | 10/02/2025<br>24/02/2025 – 17/03/2025<br>24/03/25<br>21/04/2025 – 12/05/2025<br>02/06/2025 – 23/06/2025 | Mon, Tues, Wed, Thurs<br>Mon, Tues, Wed, Thurs<br>Wed, Thurs Fri<br>Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues, Wed, Thurs, Fri |
| **Enrichment Placement**<br>Timetable required | 38<br>39 | 30/06/2025<br>07/07/2025 | Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues |

| Week Beginning | Week | Monday | Tuesday | Wednesday | Thursday | Friday | Twilight |
|---|---|---|---|---|---|---|---|
| 26/08/2024 | 1 | | | | | | |
| 02/09/2024 | 2 | | | | | | |
| 09/09/2024 | 3 | | | | | | |
| 16/09/2024 | 4 | | | | | | |
| 23/09/2024 | 5 | | | | | | |
| 30/09/2024 | 6 | | | | | | |
| 07/10/2024 | 7 | | | | | | |
| 14/10/2024 | 8 | | | | | | |
| 21/10/2024 | 9 | | | | | | |
| 28/10/2024 | 9a | | | | | | |
| 04/11/2024 | 10 | | | | | | |
| 11/11/2024 | 11 | | | | | | |
| 18/11/2024 | 12 | | | | | | |
| 25/11/2024 | 13 | | | | | | |
| 02/12/2024 | 14 | | | | | | |
| 09/12/2024 | 15 | | | | | | |
| 16/12/2024 | 16 | | | | | | |
| 23/12/2024 | 16a | | | | | | |
| 30/12/2024 | 16b | | | | | | |
| 06/01/2025 | 17 | | | | | | |
| 13/01/2025 | 18 | | | | | | |
| 20/01/2025 | 19 | | | | | | |
| 27/01/2025 | 20 | | | | | | |
| 03/02/2025 | 21 | | | | | | |
| 10/02/2025 | 22 | | | | | | |
| 17/02/2025 | 22a | | | | | | |
| 24/02/2025 | 23 | | | | | | |
| 03/03/2025 | 24 | | | | | | |
| 10/03/2025 | 25 | | | | | | |
| 17/03/2025 | 26 | | | | | | |
| 24/03/2025 | 27 | | | | | | |
| 31/03/2025 | 28 | | | | | | |
| 07/04/2025 | 28a | | | | | | |
| 14/04/2025 | 28b | | | | | | |
| 21/04/2025 | 29 | | | | | | |
| 28/04/2025 | 30 | | | | | | |
| 05/05/2025 | 31 | | | | | | |
| 12/05/2025 | 32 | | | | | | |
| 19/05/2025 | 33 | | | | | | |
| 26/05/2025 | 33a | | | | | | |
| 02/06/2025 | 34 | | | | | | |
| 09/06/2025 | 35 | | | | | | |
| 16/06/2025 | 36 | | | | | | |
| 23/06/2025 | 37 | | | | | | |
| 30/06/2025 | 38 | | | | | | |
| 07/07/2025 | 39 | | | | | | |

**Subject to change and holiday dates may vary depending on school placement.**

| KEY | | Elements | Location |
|---|---|---|---|
| | SWIFT Start Induction | | In-person External Venue |
| | Provider-Led | Seminars and Workshops | Online / In-person External Venue |
| | PGCE | Seminars and Workshops | Online / in-person External Venue |
| | Subject Knowledge | Seminars and Workshops | Online / In-person External Venue |
| | Subject Knowledge Twilight (Friday) | Seminars and Workshops | Online |
| | Short Placement | Teaching Practice | School |
| | ITaP | Intensive Training and Practice Weeks | School |
| | Long Placement | Teaching Practice | School |
| | Enrichment Placement | Teaching Practice | School |
| | Holiday | | |

# Placement Dates | Secondary

| Secondary School Placements | Week | Week Beginning<br>dates are w/b followed by<br>actual days in school | Days in School |
|---|---|---|---|
| **Short Placement Induction**<br>Placement school support required for logistics | 4<br>5<br>6 | 16/09/2024<br>23/09/2025<br>30/09/2024 | Thurs<br>Thurs<br>Thurs |
| **Short Placement Professional Studies**<br>Placement school support required for logistics | 7 | 07/10/25 | Mon, Tues, Wed, Thurs |
| **Short Placement**<br>Timetable required (16 hours) | 9 - 16 | 21/10/2024 – 16/12/2024 | Mon, Tues, Wed, Thurs, Fri<br>Except 02/12/24 |
| **Long Placement Induction**<br>Placement school support required for logistics | 17<br>18 | 06/01/2025<br>13/01/2025 | Thurs<br>Thurs |
| **Long Placement Professional Studies**<br>Placement school support required for logistics | 19<br>20 | 20/01/2025<br>27/01/2025 | Thurs<br>Mon - Thurs |
| **Long Placement**<br>Timetable required (16 hours) | 22<br>23 – 25<br>26<br>27<br>29 – 32<br>34 - 37 | 10/02/2025<br>24/02/2025 – 10/03/2025<br>17/03/2025<br>24/03/2025<br>21/04/2025 – 12/05/2025<br>02/06/2025 – 23/06/2025 | Mon, Tues, Wed, Thurs<br>Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues, Wed, Thurs<br>Wed, Thurs, Fri<br>Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues, Wed, Thurs, Fri |
| **Enrichment Placement**<br>Timetable required | 38<br>39 | 30/06/2025<br>07/07/2025 | Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues |

# Timetable Loading

The DfE sets out the minimum time allocations for school placements:

| ITT minimum time allocations throughout the duration of the course | Minimum weeks in school placements (general placements only, excludes Intensive Training and Practice) | Minimum hours in classrooms (including observing, teaching, co-teaching, etc.) each week during general school placements |
|---|---|---|
| | 24<br><br>(120 days) | 15 on average<br><br>(Average of 3 per day) |
| * All ITT courses must be designed so that trainees can experience six weeks of 80% contact ratio teaching. The 80% refers to a full teaching timetable, as it is typically defined by the school where the experience is taking place, rather than 80% of a full pupil or school timetable. | | |

SWIFT Trainee timetables are decided at the discretion of the school, based on individual experiences and needs of the trainee and will follow the requirements below:

- The timetable will reflect the stages of trainee development which starts with low loading, building during the duration of the course.
- Timetables must reflect a timetabled mentor meeting of an hour, with at least an additional 30 minutes of expert input across the week.
- Timetables will consist of the following elements (i) observations of expert colleagues (ii) co-teaching with the class teacher or another SWIFT Trainee (iii) teaching
- The elements above will total a minimum of 15 hours | Observation / Tasks + Co-teaching + Teaching = minimum of 15 hours
- The suggested time allocations are for guidance only, depending on the progress being made by the SWIFT trainee. For example, during the short placement it may not be suitable for the trainees to take on 8 hours of teaching, and more time is spent co-teaching.
- Weeks 30 – 37 must include an 80% teaching timetable in accordance with the new DfE Quality Requirements. See table above.
- For Secondary Placements please can Friday afternoon be left free to accommodate the twilight sessions which start at 1400.

# Primary School Placements Timetable Loading

| Primary School Placements | Week | Week Beginning | Days in School | Observation / Tasks | Co-teaching (with Peer of Teacher) | Teaching | Personal Study |
|---|---|---|---|---|---|---|---|
| **Short Placement Induction**<br>Placement school support required for logistics | 3 | 09/09/2023 | Wed, Thurs, Fri | Set by SWIFT | n/a | n/a | 2 hours per day |
| **Short Placement Professional Studies**<br>Placement school support required for logistics | 4 - 6 | 16/09/24<br>23/09/24<br>30/09/24 | Wed, Thurs | Set by SWIFT | n/a | n/a | 2 hours per day |
| **Short Placement**<br>Timetable required (15 hours) | 8 - 16 | 14/10/2024 – 16/12/2024 | Mon, Tues, Wed, Thurs<br>Except 02/12/24 | Week 8 – 10 \| 4 hours<br><br>Week 11 -16 \| 3 hours | Week 8 – 10 \| 6 hours<br><br>Week 11 – 16 \| 4 hours | Week 8 – 10 \| 5 hours<br><br>Week 11 – 16 \| 8 hours | Remaining hours |
| **Long Placement Induction**<br>Placement school support required for logistics | 17<br>18<br>19 | 06/01/2025<br>13/01/2025<br>20/01/2025 | Thurs<br>Thurs<br>Thurs / Fri | Set by SWIFT | n/a | n/a | 2 hours per day |
| **Long Placement Professional Studies**<br>Placement school support required for logistics | 20 | 27/01/25 | Mon, Tues, Wed, Thurs, Fri | Set by SWIFT | n/a | n/a | 2 hours per day |
| **Long Placement**<br>Timetable required (15 hours) | 22<br>23 – 26<br>27<br>29 – 32<br>34 - 37 | 10/02/2025<br>24/02/2025 – 17/03/2025<br>24/03/25<br>21/04/2025 – 12/05/2025<br>02/06/2025 – 23/06/2025 | Mon, Tues, Wed, Thurs<br>Mon, Tues, Wed, Thurs<br>Wed, Thurs Fri<br>Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues, Wed, Thurs, Fri | Week 22 – 29 \| 2 hours per week<br><br>Week 30 – 37 \| 1 hour per week | Week 22 – 29 \| 2 hours per week | Week 22- 29 \| 11 hours<br>* Week 30 – 37 \| 80% teaching timetable \| 14 hours | Remaining hours |
| **Enrichment**<br>Timetable required | 38<br>39 | 30/06/2025<br>07/07/2025 | Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues | To total 15 hours in discussion with trainee | | | Remaining hours |

# Secondary School Placements Timetable Loading

| Secondary School Placements | Week | Week Beginning | Days in School | Observation / Tasks | Co-teaching (with Peer or Teacher) | Teaching | Personal Study |
|---|---|---|---|---|---|---|---|
| **Short Placement Induction**<br>Placement school support required for logistics | 4<br>5<br>6 | 16/09/2024<br>23/09/2025<br>30/09/2024 | Thurs<br>Thurs<br>Thurs | Set by SWIFT | n/a | n/a | 2 hours per day |
| **Short Placement Professional Studies**<br>Placement school support required for logistics | 7 | 07/10/25 | Mon, Tues, Wed, Thurs | Set by SWIFT | n/a | n/a | 2 hours per day |
| **Short Placement**<br>Timetable required (15 hours) | 9 - 16 | 21/10/2024 – 16/12/2024 | Mon, Tues, Wed, Thurs, Fri<br>Except 02/12/24 | Week 9 – 10 \| 4 hours<br><br>Week 11 -16 \| 3 hours | Week 9 – 10 \| 6 hours<br>Week 11 – 16 \| 4 hours | Week 9 – 10 \| 5 hours<br>Week 11 – 16 \| 8 hours | Remaining hours |
| **Long Placement Induction**<br>Placement school support required for logistics | 17<br>18 | 06/01/2025<br>13/01/2025 | Thurs<br>Thurs | Set by SWIFT | n/a | n/a | 2 hours per day |
| **Long Placement Professional Studies**<br>Placement school support required for logistics | 19<br>20 | 20/01/2025<br>27/01/2025 | Thurs<br>Mon - Thurs | Set by SWIFT | n/a | n/a | 2 hours per day |
| **Long Placement**<br>Timetable required (15 hours) | 22<br>23 – 25<br>26<br>27<br>29 – 32<br>34 - 37 | 10/02/2025<br>24/02/2025 – 10/03/2025<br>17/03/2025<br>24/03/2025<br>21/04/2025 – 12/05/2025<br>02/06/2025 – 23/06/2025 | Mon, Tues, Wed, Thurs<br>Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues, Wed, Thurs<br>Wed, Thurs, Fri<br>Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues, Wed, Thurs, Fri | Week 22 – 29 \| 2 hours per week<br><br>Week 30 – 37 \| 1 hours per week | Week 22 – 29 \| 2 hours per week | Week 22- 29 \| 11 hours<br><br>*Week 30 – 37 \| 80% teaching timetable \| 14 hours | Remaining hours |
| **Enrichment**<br>Timetable required | 38<br>39 | 30/06/2025<br>07/07/2025 | Mon, Tues, Wed, Thurs, Fri<br>Mon, Tues | To total 15 hours in discussion with trainee | | | Remaining hours |

## For further information contact

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