

VERIFICATION OF TEACHING AND EMPLOYER/ SPONSOR RECOMMENDATION**To be completed by employer, signed and stamped.**

I verify (subject to unforeseen circumstances) that this applicant:

- Is/will be employed in the organisation I represent in a teaching capacity with responsibility for their own class(s)
- Will have at least 150 hours of subject specialist teaching spread across the academic years 1 September 2026 to 22 May 2028 and 100 hours 'other' experience (tutorial, department meetings, CPD, college events, learning facilitating etc). The 150 teaching hours must be with whole classes, minimum of 12 students, where possible.
- Will formally assess their own students' coursework and/or assignments
- Will have access to IT facilities for word-processing and resource production
- Will have opportunities to observe the teaching of others
- Will have opportunities to investigate an institution's selection, induction and tutorial systems
- Will be assigned a subject specific mentor (please see mentor agreement)
- Where necessary, and where possible, offered literacy and numeracy support
- Will be able to spend up to 20 hours observing teaching in an alternative post-16 education establishment
- Is a suitable person for acceptance onto a teacher training programme

I also confirm that this institution will enable the nominated person (below) to act as Mentor for the applicant, whether or not they are an employee of the institution. If they are not an employee, they will be given access to perform their duties.

Signed:**Print Name:****Position/Job Title:****Date:****Official Institution Stamp:**

Subject Specialist Mentor Role and Responsibility Agreement

It is now national policy that all persons undertaking Initial Teacher Training are supported by a subject specialist mentor who teaches their subject. The subject mentor will:

1. Attend online (Teams) mentor training sessions with the Reigate College PGCE Leader and with delegates from University of Brighton PGCE FES course. Up to 4 hours training will be provided each academic year.
2. Meet with the trainee for a minimum of 30 minutes weekly to support them to develop subject specialist teaching skills in line with the PGCE curriculum.
3. Carry out 6 observations of the trainee (4 in year 1 and 2 in year 2) and complete the University of Brighton Mentor Feedback Report for each observation.
4. Write three reports for their trainee: Year 1 - initial (December), interim (early May) and Year 2 - final (April).
5. Formally assess their trainee, with the Reigate College PGCE Course Leader, via a 30 minute viva voce assessment at the end of the PGCE programme (May-June 2028).

Applicant's Name:

Mentor's Name:

Position &

Subject Specialism:

Name & Address of Mentor's Organisation:

Phone No:

Mentor E-mail address:

I confirm that:

- I agree to the mentor role and responsibilities 1-5, as listed above
- I hold a full PGCE / Cert Ed and have at least 2 years' teaching experience

Signed (Mentor):

Date: