

KMT - ROLE OF THE LEAD MENTOR

MANAGEMENT OF TRAINING

- * The role of the LM is to co-ordinate and lead the Subject Studies programme and publish the Subject Resources and programme of training
- * The LM audits and tests the subject knowledge of all ATs at specific points in time as mentioned on the SK audits
- * The LM leads the team of Mentors within their subject
- * The LM also supports Mentors in their work and checks their weekly target setting on the e portfolio
- * The LM helps ATs become involved in maintaining a shared e-library of subject specific literature and resources including those presented at subject sessions.

RECRUITMENT

- * The LM participates in recruitment of new ATs by screening applications, interviewing prospective candidates, allocating appropriate pre-course tasks to recruits
- * The LM participates in any Taster Courses or Open Evenings to improve recruitment

COMMUNICATION

- * The LM represents the subject at Lead Mentor and Core Team meetings
- * The LM keeps KMT Hub Directors informed about AT progress and/or any issues of concern
- * The LM keeps in contact with Mentors and ATs via the web site or via regular email/bulletins
- * The LM supports the KMT Hub Directors in promoting the benefit of KMT to the schools and community
- * The LM monitors and develops the quality of training provision

ASSESSMENT

The LM agrees to:

- * mark RPs & assess practical performance
- * jointly observe ATs with mentors/teachers/PT in the Home school and B placement school
- * review observation with ATs, set agreed targets, send ATs/mentors/PT a typed copy of the observation on KMT proforma within 2/3 days
- * review cohorts' e portfolio Xmas and May
- * contribute to final assessment moderation and attend final exam board where possible

MONITORING/QUALITY ASSURANCE

The subject LM needs to:

- * monitor the quality of Subject Studies programme by observing new providers or topics & analysing AT evaluations
- * ensure ATs/ Mentors are following up any gaps revealed by the 'subject knowledge per se' audit,
- * monitor that target setting and progress is reviewed regularly by the mentor
- * analyse the progress of the subject cohort and report to Hub KMT Directors at Lead Mentor meetings
- * ensure cross school moderation of mentoring, observations, and assessments in the subject
- * participate in regular evaluation of the course
- * attend all LM and Core Team meetings to ensure quality assurance