

## Tutor Information - Subject Specialism

**Task 1:** List of aspects that can comment on when doing an Observation (list is not definitive).

Environment

Health & Safety

Introduction to the session

Enthusiasm of teacher

Learners' engagement

Subject content

Assessment

Layout of room/workshop

Preparation of session/resources

Use of IT

Embedding key skills

Order of delivery/ appropriateness

Motivation

Communication skills

Summary

### **TASK 3:** Answers

- Discussion between the mentor and the trainee is vitally important, alongside the written feedback.
- Trainees appreciate being given focussed suggestions and strategies to use.
- Provide reasons for strategies suggested.
- Do not assume the trainee knows all the necessary information and skills to teach the qualifications the curriculum offer. At some point early on, check any gaps they may have.
- When doing an observation, it is very helpful if you can focus in on the subject matter for example, specialized language and terminology, content at correct level for the qualification and students, and so on.

**TASK 4:** List of tasks that could be done or used, with a trainee, to help them develop their subject knowledge.

See 'Mentor Guidance – Ideas on how to develop subject knowledge'.

**TASK 5:** Other resources that can be available to support trainees subject knowledge.

Books

Journals

Other colleagues – internal & external

Standards Unit material

Internet – specific websites ([www.qia-excellence](http://www.qia-excellence) gateway)

Teachers TV

CD/ DVDs

Staff Development