RECORD OF WEEKLY MENTOR MEETING

Trainee:	AN Other	Date	06/03/2017

Wellbeing

Discuss workload, planning, marking, enthusiasm, physical & mental health, timekeeping, assignments

Feeling positive about planning- planning taking less time

On top of marking, making good use of free periods

Need to keep time free for football at weekend

Evidence of strengths, including pupil progress and learning over time

Strength	Standard	Summary of evidence
Lessons all maintain a good level of pace — time used effectively	4a	Seen in lesson observations
Excellent use of pupil records which are being used to inform future planning	6c	Pupil work and work scrutiny
High level of subject knowledge which allows pupils to be enthused by teaching	3a	Lesson plans and observations

Review of previous targets

Target	Standard	Review of success criteria
Continue to use a range of approaches to manage and motivate class	7c	Fully met/partially met/not met Met: planning used to engage all pupils
Be more involved in the wider life of the school	8a	Fully met/partially met/not met Met: the science club is up and running
Better understand how different pupils learn	2d	Fully met/partially met/not met Partially met: planning is now more inclusive

Targets – Short and long term

Target with timeline	Standard	Action and success criteria
Continue to understand how different pupils learn	2d	Lesson plans will show individual interventions for pupils based on prior data
Ensure differentiation considers need of all pupils	5a	As above — lesson planning will be personalised in terms of outcomes
Make effective use of formative assessment to secure pupils progress for all	6b	Pupil progress using formative assessment evidenced in lesson observations

Mentor prompts

Tick when discussed during the week.
This could be mentor meetings, lesson observation feedback or informally

Weekly
- ☒ Trainee wellbeing
- ☒ Recent lesson observations
- ☒ Evidence of pupil progress
- ☒ Lesson planning
- ☒ Evidence of strengths
- ☐ SCITT tasks – evidence
- ☒ Subject knowledge
- ☐ Behaviour for learning
- ☐ Use of assessment
- ☒ Targets for improvement
- ☐ Follow up tasks

Fortnightly
- ☒ Differentiation
- ☒ SEND/EAL/LAC
- ☐ Safeguarding
- ☐ Extracurricular activities
- ☐ Use of IT
- ☐ Work with other adults
- ☐ Parental communication
- ☐ Grading matrix