Record of weekly mentor meeting

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| Trainee: |  | Date |  | Mentor prompts |
| Wellbeing | **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 |
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| Discuss workload, planning, marking, enthusiasm, physical & mental health, timekeeping, assignments |
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| Evidence of strengths, including pupil progress and learning over time |
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| Strength | Standard | Summary of evidence |
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| Review of previous targets |
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| Target | Standard | Review of success criteria |
|  |  | Fully met/partially met/not met |
|  |  | Fully met/partially met/not met |
|  |  | Fully met/partially met/not met |

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| Targets – Short and long term |
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| Target with timeline | Standard | Action and success criteria |
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