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 |
| |  | | --- | | Discuss workload, planning, marking, enthusiasm, physical & mental health, timekeeping, assignments | |  | | | | |
| Evidence of strengths, including pupil progress and learning over time | | | |
| |  |  |  | | --- | --- | --- | | Strength | Standard | Summary of evidence | |  |  |  | |  |  |  | |  |  |  | | | | |
| Review of previous targets | | | |
| |  |  |  | | --- | --- | --- | | Target | Standard | Review of success criteria | |  |  | Fully met/partially met/not met | |  |  | Fully met/partially met/not met | |  |  | Fully met/partially met/not met | | | | |
| Targets – Short and long term | | | |
| |  |  |  | | --- | --- | --- | | Target with timeline | Standard | Action and success criteria | |  |  |  | |  |  |  | |  |  |  | | | | |