



MENTOR MEETING RECORD

To be completed weekly by the trainee and copies kept in the portfolio

Name (trainee):

Name: (mentor):

Week Commencing:

Focus for the week:

How are you doing (eg. workload, other difficulties?)	Actions/advice to help address any concerns?
Activities completed in order to meet last week's targets	Impact of these activities on pupil progress
Please share some of the reading/discussion/analysis from last week's subject knowledge or toolkit session with your mentor. How will you use what you learned to impact on pupil progress?	
Please share how you have enhanced your subject knowledge over the last week with your mentor. How will you use what you learned to support pupil progress? (Ways of enhancing your subject knowledge include looking at text books, work in subject knowledge sessions, observing lessons etc.)	
How do I know that pupils in my classes have made progress this week? (Please bring evidence of pupil progress to discuss with your mentor e.g. mark books, pupil work, test/assessments, student voice, lesson plans, lesson resources).	

Target (in order to enhance pupil progress I need to) <i>Please refer to the Mentor Target setting guidance with CCF statements</i>	PLECO competency and sub-strand	Action to be taken by the trainee to meet this target	Action to be taken by mentor to support the trainee to meet this target	Success criteria (How will I know when I have met this target?)
<p><i>EXAMPLES:</i> In order to enhance pupil progress I need to ...use assessment (e.g. questioning or assessment of in-class tasks) more effectively to help me understand students' prior knowledge and misconceptions.</p> <p>In order to enhance pupil progress I need to ... establish and reinforce routines in the classroom.</p>	<p>C2.U C7.P</p> <p>E3.P, E5.P</p>	<p>Plan hinge questions in advance of lesson Observe experienced colleague and look out for strategies to assess prior knowledge/misconceptions in lessons</p> <p>Ensure I understand the school's expectation of classroom routines Set out routines clearly to pupils, e.g. for entering the classroom, for group work Use positive reinforcement for pupils who follow these routines and appropriate sanctions for those who don't</p>	<p>Support trainee to identify common misconceptions in upcoming topics Highlight experienced colleagues to observe</p> <p>Ensure trainee has access to school's behavior policy Support trainee in sanctioning of students e.g. by supporting to relocate pupil/set detention/call parents if necessary</p>	<p>I will be confident in explaining what students already knew (prior knowledge) and how much progress they made in lessons. I will be able to identify and correct misconceptions</p> <p>Pupils will behave well in lessons e.g. when entering the room, working in groups There will be minimal disruption to learning</p>
<p>The focus of the week at NELTA <u>next week</u> is (see SK programme)....</p>				
<p>In order to enhance pupil progress I need to</p>				
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Version 2