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| Review Meetings with Professional Mentor1 To review and gain an overview of trainee’s progress (*two weeks of placement* *left).*2 To celebrate strengths and successes3 To consider, discuss and set developmental targets or action in remaining two weeks.4 To moderate and standardise subject mentors’ judgements so far. | **Trainee/PM to make notes on meeting below****Trainees should bring to the meeting:** two recent lesson plan with evaluations, two lesson observations, progress matrix and latest completed Yellow Questionnaire.Professional Mentors will typically spend 15/20 minutes discussing and reviewing documentation, sharing judgements and setting developmental targets with the trainee.  |

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|  | **Placement 1** |
| **Areas for scrutiny and discussion** | **PM comments and judgements.**  | **Key areas for development for the remainder of this placement and next** |
| 1 Individual Development Plan – refer to trainee’s targets |  |  |
| 2 Planning Refer to two recent lesson plans. |  |  |
| 3 In lessons: Refer to two recent lesson obs. and trainees’ own reflections. |  |  |
| 4 Feedback and targets – and the trainee’s response |  |  |
| 5 Progress matrix – reviewing progress as indicated to date – trainee’s notes with evidence where appropriate |  |  |
| 6 Wider school involvement, eg. CPD, form group, extra curric, SEN, PHSE, RSE, events. |  |  |
| **Professional mentor to sign**  | **Signature** |