## Monitoring the RoAD: Check List for completion by Peer / Tutor / Subject Mentor

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Trainee*** | | | ***Subject*** | | | |
| **School** |  | |  | |  | |
| **Subject Mentor** |  | |  | |  | |
| *To reviewers: please mark the relevant column below using the following “codes”:* ***TBC*** *= To be completed;* ***S*** *= Started;* ***B*** *= Building;* ***D*** *= Detailed;* ***C*** *= Completed. Add a brief formative comment – and add further comments below where helpful.* | | | | | | |
|  | **Placement 1a** | **Placement 1b** | **Placement 2a** | **Placement 2b** | **Placement 3a** | **Placement 3b** |
| Placement Induction Evaluation completed and actioned appropriately |  |  |  |  |  |  |
| Weekly Mentor Meeting record complete – one per week and with targets |  |  |  |  |  |  |
| Progress Matrix up to date (actions column) |  |  |  |  |  |  |
| Progress Matrix up to date (experience column with some hyperlinks to evidence ) |  |  |  |  |  |  |
| Progress Matrix up to date (reflections, mid-placement and end) |  |  |  |  |  |  |
| *Folder:* Lesson observation reports from mentors – one per week and completed with targets |  |  |  |  |  |  |
| *Folder:* Lesson plans, resources, evaluations for each class as required |  |  |  |  |  |  |
| *Folder:* Examples of assessed pupil work as required |  |  |  |  |  |  |
| Progress Report |  |  |  |  |  |  |
| Review meeting with Professional Mentor recorded. |  |  |  |  |  |  |
| Literacy and numeracy audits up to date |  |  |  |  |  |  |
| Attendance record up to date |  |  |  |  |  |  |
| Additional comments (add initials): |  | |  | |  | |
| Reviewer (name)  Date |  |  |  |  |  |  |