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

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| --- | --- |
| ***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 |  |  |  |  |  |  |