

APPENDIX D – MENTOR WEEKLY FEEDBACK FORM

MENTOR AND TRAINEE – WEEKLY MEETING AND FEEDBACK FORM

Trainee:	Year group/school:	Date:
Lesson observation	Subject:	L.O:
Observations from lesson		
•		
Strengths of this lesson		
•		
Weekly review - commentary on general progress and specific achievements for each strand since last meeting		
Behaviour management (BM)		
•		
Pedagogy and planning (PP)		
•		
Curriculum and subject knowledge (CSK)		
•		
Assessment (A)		
•		
Professional behaviours (PB)		
•		
Comments on progress towards previous targets		
Targets	Support/actions to address this target	Strand

Are there any concerns that the trainee is not on track with a specific strand? (please circle/delete)
Please note: this should be considered in the context of the point of time in the school experience and what are reasonable expectations of trainees at that stage of their learning and/or teaching experience.

Behaviour management (S1 and S7)	Pedagogy and planning (S2, S4 and S5)	Curriculum and subject knowledge (S3)	Assessment (S6)	Professional behaviours (S8 and Part 2)
Y / N	Y / N	Y / N	Y / N	Y / N

NB: If **yes** is answered for any of the above strands then please discuss this and agree targets (above) to address the priority issues. If the same concerns persist over more than two weeks then a Trainee Support Plan (**Appendix E**) should be created and the university tutor/alliance lead informed.