### 30. Monitoring School Support QA/QE Proforma - Copy sent/left for the school/college

School/College.. Professional Mentor… Date ..... SLO … … Placement Full week no ………

|  |  |
| --- | --- |
| COVID response -Involvements/opportunities |  |
| New PM? and any new subject mentors trained by us?  |  |
| Any meetings or working parties or recruitment/assess centres? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Trainee Name & Subject Area | Placement No | **Details from the Trainees’ RoAD and discussion with PM** | **Any Issues raised on the mid-placement reviews?** |
| RoAD organisation | Induction | School CPD record | Lesson Observations | Weekly Mentor Meetings | Progress Matrix | PM review | Summative Progress Report |
| Number | Quality | Mentors? | Trainees? |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **CODES:** ✓ = going well; ? = needs looking at; 🗶 = poor/missing |  |

### 31. Whole school snapshot given to school

School/College.. Professional Mentor… Date ..... SLO … … Placement Full week no ………

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| General characteristics and information – e.g. Pupil Premium? |
| Latest OFSTED – Date: **Notes:**  |
| WHOLE SCHOOL SNAPSHOT | QUALITY | AREAS TO DEVELOP (IF ANY) |
| Induction programme, documents, policies, trainees’ early activities. |  |  |
| CPD Professional Studies Programme, range, coverage, repeats in TP2 |  |  |
| Wider school activities opportunities COVID including PHSE – SEN – FTS – TAs – EAL - SRE |  |  |
| Professional Mentor’s Involvements e.g. Lesson observations, Review Meetings and target setting with trainees-mentor support |  |  |
| Previous and current trainees’ feedback including Induction evaluations and mid-placement reviews |  |  |
| PM’s overall organisation and mentor support |  |  |
| **SUBJECT/TRAINEE DETAIL** |  |  |  |  |  |  |
| * RoAD checklist
 |  |  |  |  |  |  |
| * Lesson observations
 |  |  |  |  |  |  |
| * Weekly meetings
 |  |  |  |  |  |  |
| * Progress matrix
 |  |  |  |  |  |  |
| * Progress reports incl. PM review
 |  |  |  |  |  |  |
| * Trainees’ feedback
 |  |  |  |  |  |  |
| * Mid-placement review
 |  |  |  |  |  |  |
| * Areas to develop
 |  |  |  |  |  |  |
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| **School Liaison Tutor:**  | **PM:**  |