# Appendix C – Mentor Weekly Feedback Form

*THIS SHOULD BE COMPLETED AND SHARED WITH THE TRAINEE EACH WEEK OF SE (EXCEPT WEEK 1)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainee:** |  | **School:** |  |
| **Mentor:** |  | **Year group:** |  | **Date:** |  |

##### 1) LESSON OBSERVATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject**: |  | **L.O**: |  |
| **Observations from lesson**  |  |
|  |
| **Subject knowledge within this lesson** (please use the semester 2 placemats/Curriculum document) |
|  |
| **Strengths of this lesson** |
|  |

##### 2a) WEEKLY REVIEW: FOCUS AREA

|  |  |
| --- | --- |
| **Focus area this week**: |  |
| **Mentor comments on trainee’s progress and engagement with this week’s focus area** e.g. trainee engagement with key ideas, their development within this, teaching relating to it, reflection upon and improvement in understanding/teaching |
|  |

##### 2b) WEEKLY REVIEW: UoM CURRICULUM STRANDS

Please provide a short commentary on general progress and specific achievements for each strand since last meeting (please use examples where you can). Where supportive, please refer to the ‘Professional Development Formative Framework’ (Appendix A of SE2 Handbook).

|  |  |
| --- | --- |
| **Behaviour management** (S1 and S7) | **BM** |
|  |
| **Pedagogy and planning** (S2, S4 and S5) | **PP** |
|  |
| **Subject and curriculum knowledge** (S3) | **SCK** |
|  |
| **Assessment** (S6) | **A** |
|  |
| **Professional behaviours** (S8 and Part 2) | **PB** |
|  |

##### 2c) WEEKLY REVIEW: UoM CURRICULUM APPLICATION

|  |
| --- |
| **Trainee application of our ITT curriculum** e.g. what pedagogy/approaches has the trainee used in lessons, where has knowledge and understanding developed or what have they had an opportunity to apply **(yellow spiral-bound curriculum document)** |
|  |

##### 3) REVIEW OF PREVIOUS TARGETS

|  |
| --- |
| **Has the trainee met the targets agreed and set last week?** (please circle/highlight) |
| **Target 1** |  Met / Partially met / Not met |
| **Target 2** |  Met / Partially met / Not met |
| **Target 3** |  Met / Partially met / Not met |

If not met or partially met has been selected, please create/amend the target and associated actions for next week (add to section 4 below).

##### 4) TARGETS FOR NEXT WEEK

|  |  |  |
| --- | --- | --- |
| **Targets***\*Target 1 should relate to the focus area completed this week (to provide further support/ challenge/ development opportunities for next week).* | **Actions/support to help address this target** | **Strand** (BM/PP/ SCK/A/PB) |
| **Target 1\*** |  |  |  |
| **Target 2** |  |  |  |
| **Target 3** |  |  |  |

##### 5) WEEKLY SUMMARY OF TRAINEE PROGRESS

|  |
| --- |
| **Are there any concerns that the trainee is not on track in a specific strand at this point of time in the school experience?**  |
| **Behaviour management (BM)**(S1 and S7) | **Pedagogy and planning (PP)**(S2, S4 and S5) | **Subject and curriculum knowledge (SCK)**(S3) | **Assessment (A)**(S6) | **Professional behaviours (PB)**(S8 and Part 2) |
| Y / N | Y / N | Y / N | Y / N | Y / N |

NB: If **yes** is answered for any of the above then please agree targets (section 4) to address the priority issues.

If the same concerns persist over more than two weeks then a Trainee Support Plan should be created and the university tutor/SD alliance lead informed (please see Mentor Handbook for proforma and example).