**Teaching Assistant (TA) Development Meeting**

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| Name of Teaching Assistant |  |
| Name of mentor |  |
| Date |  |

**Section A. To be completed by the TA prior to the scheduled development meeting**

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| In the past year, what has gone well in relation to your teaching and learning activities?   * What has been achieved? * What in particular contributed to these successes?   You may wish to draw upon feedback from course conveners, Unit Survey results and your Teaching Review (if undertaken) |
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| What hasn’t gone well in relation to your teaching and learning activities?   * What problems were encountered? * How were they addressed? * What action(s) would prevent problems recurring?   You may wish to draw upon feedback from course conveners, Unit Survey results and your Teaching Review (if undertaken) |
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| What development activities have been undertaken in relation to teaching and learning?   * Consider any conferences, on-the-job training, training courses etc. that you may have undertaken during this period. * How useful were these? * How were you able to apply these development activities? * Have you considered applying for LEAP accreditation? |
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| If you had a Development Meeting last year, what progress have you made against the agreed objectives? |
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**Section B: To be completed by the TA and mentor during the meeting**

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| Agreed summary of performance |
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| Objectives for next 12 months: Agreed objectives and plans, including development/ training, future teaching goals, and any other actions | | Action by when |
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| Any other comments (i.e. observations on the review and mentoring process) | | |
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| Signed | Date | |
| (Mentor) |  | |
| (Mentee) |  | |
| **We confirm that this is an accurate and agreed record of our teaching review and/or development discussion.** | | |