# University of York logo black WEEKLY RECORD OF DISCUSSION WITH SUBJECT MENTOR DATE:

*Discussion should be informed by evidence in the trainee’s teaching files -lesson evaluations, lesson observation feedback & from pupils’ work. It is the trainee’s responsibility to bring such evidence to the meeting.*

**Quick Check:**

My lesson plans are up-to-date: Y My lesson evaluations are up-to-date: Y I have made progress on last week’s targets: Y Any key dates this week?.......................

Follow up actions: …Use student voice with y7…………………………………………………………………………………………………………………………………………………………………………………..

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| **Review of the Week:**  **Your Progress**   * What progress have you made with last week’s targets set at your mentor meeting? * Any areas you would like to discuss?   **Put y9 into a seating plan**  **Began to live model in lessons**  **Use a comments bank for marking**  **Marked Y7 & 8 end of term assessments**  **Paced lesson better** | **Links to the Standards**  **TS1/7**  **TS3**  **TS6**  **TS6**  **TS4** | **Discussion**  **Area Discussed**  **How to manage y9, how to produce meaningful yet fun activities. How to implement positive practice – eg rephrase language.** | **Links to the Standards** |
| **Pupil Progress**   * What recent evidence is there that your teaching is enabling pupils in the classes you teach to make progress?   Students have responded well to differentiation  Targeted students with questions if they are off task | **TS5**  **TS5** | **Ideas to Try**  **Catch y9 doing something good. Comment on acceptable behaviour eg ‘thank you for getting your book out.’ ‘Well done to X – she has the date down already’ etc** |  |

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| **Moving Forward:**  Brought and used green assessment booklet (highlighted/annotated?) y  Using the green assessment booklet to support you, agree **2 or 3 targets** (linked to the Standards and including at least one subject specific target)  which will enable you to improve pupils’ progress as a result of your teaching: | | | |
| **Subject Specific Target(s):**  **Implement literacy targets overtly**  **Improve variety of activities for y9 – arrange groups for speaking and listening activity.** | **Links to the Standards**  **TS4/2/5** | **General Teaching and Learning Targets:**  **Make sure students have tie to achieve an end goal – be more realistic about timings. Introduce an optional task that allows for wriggle room** | **Links to the Standards**  **TS4** |

Highlight of the week……Y8 climax writing lesson………………………………………………………………………………………………………………………………………………………………………

I agree that the above constitutes an appropriate summary of our recent mentor meeting: ……………………………………… (Mentor’s Signature)