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| **Student Teacher Name:** |  | **Phase:**  **(Term for Salaried):** |  |
| **ITT Mentor:** |  | **Weekly meeting number:** |  |
| **Establishment:** |  | **Date:** |  | **Checklist for weekly meetings: Have you?** |
| **Before the Meeting:**  **Review progress towards targets agreed at previous weekly meeting OR targets set in any intervention/cause for concern/at risk action plan**. | | | | To check the box –double click (left) the square then ensure “default value” = checked. OK |
| **Review of Target 1**:  **Review of Target 2**:  **Review of Target 3**: | | | | Reviewed feedback from lesson analysis forms and used this to focus discussion?  Drawn on the ITE Curriculum to support training and targets?  Identified progress against previous targets with a focus on the impact on pupils?  Set appropriate targets for development for the coming week?  Ensured some targets focus on **subject specific knowledge and pedagogy**?  Discussed the student teacher’s timetable and ensured it is sufficiently broad to meet their needs?  Supported the student teacher’s understanding of different pupil needs?  Checked the content of the QTS Training and Development file?  Checked planning and evaluation in the School Experience file?  Where appropriate, reviewed targets from an intervention action plan/CfC or an At Risk Plan? |
| **At the Meeting:**  **Discuss and note the knowledge and understanding you have gained this week** (including from any LJMU curriculum sessions), and how your practice has developed as a result? **Make brief notes about your training discussion with your ITT Mentor.** | | | |
| **Agree Specific Targets for Development** to **improve impact on learning** *(Targets should be specific and capture small steps).* **Targets should include subject knowledge targets**. **Please refer to the subject specific ‘Guidance for observation and target setting’ (in section B at** [**www.itt-placement.com**](http://www.itt-placement.com)**).** | | | |
| **Target 1:**  **Target 2:**  **Target 3:** | | | |
| **Agree actions to be taken to address each target:**  **Work on Target 1 by**  **Work on Target 2 by**  **Work on Target 3 by** | | | |

**NB: A copy of each Weekly Meeting proforma must be stored by the Student Teacher in Sub Folder 1 of the QTS Training and Development File and a copy given to the ITT Mentor. It is the student teacher’s responsibility to type up the forms.**