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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.**