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| **Trainee:** | Click or tap here to enter text. | **School:** | Click or tap here to enter text. |
| **Tutor:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |
| **PM:** | Click or tap here to enter text. | **SM:** | Click or tap here to enter text. |
| **PM Email:** | Click or tap here to enter text. | **SM Email:** | Click or tap here to enter text. |

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| **Settling into the placement** | **Yes/No or N/A** |
| **Is the trainee building towards teaching 7 hours in their specialist subject?**  *Plus 7 hours supporting their teaching partner or class teacher* | Choose an item. |
| **Is the trainee proactively engaged in supporting a tutor group?**  *Trainees should be attached to a tutor group not supervised by the subject mentor* | Choose an item. |
| **Is a weekly subject mentor meeting taking place?** (1 hour)  *The weekly subject mentor meeting should be shown on the timetable.* | Choose an item. |
| **Is the trainee involved in a second subject?** (not for DT or Science trainees).  *Second subject identified as a subject studied by the trainees at KS5 level or above. Observation and/or teaching in Block A. Hours in second subject must be in addition to the 7 hours in their main subject.* | Choose an item. |
| **Is there an opportunity for Post 16 teaching/support as appropriate in their specialist subject?**  *If there is no opportunity for post-16 teaching/support in Block A, the trainee will be given the opportunity to address this in Block B.* | Choose an item. |
| **Has the trainee uploaded their timetable to Moodle using the BCU template?**  *Trainees must identify where a two-week timetable is being used and they must complete the checklist on the second page of the timetable template.* | Choose an item. |
| **Has the trainee arranged a 1 day visit to a Primary school?**  *Trainees need to visit a Primary school for an understanding of KS2 and to complete Progress Journal Task 5. Trainees can visit in half-days or part-days as their timetable allows.* | Choose an item. |
| **Has a Whole School Issues programme been timetabled by the Professional Mentor?**  *Please see the Professional Mentor Handbook for details of the Professional Studies topics covered in university-based sessions.* | Choose an item. |
| **Have trainees been provided with key school policy documents?**  *Including behaviour policy, child protection and safeguarding policy, etc.* | Choose an item. |
| **Are trainees supported with their understanding of safeguarding in the context of this school placement?**  *Including prevent, British values and other contextual safeguarding issues* | Choose an item. |
| **Has the trainee provided a copy of the Professional Practice Audit for their Professional and Subject Mentor?**  *This document should be provided by the trainee at the start of the placement.* | Choose an item. |
| **Comments regarding the set-up of the placement (please summarise the provision provided by the school)**  [Provide a comment here that gives detail about key points from the questions in this section] | |

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| **Planning** | **Yes/No or N/A** |
| **Has the trainee had access to/collected all relevant pupil information** (e.g. IEPs, SEND, G&T, prior attainment data, etc.) | Choose an item. |
| **Has the trainee had access to the departmental schemes of work, resources and systems to support their teaching role?** | Choose an item. |
| **Has the trainee prepared units of work for each class they will take responsibility for?**  *Please note that Units of Work must be signed off by subject mentors before teaching can commence. Units can be existing departmental units (annotated by the trainee) or units completed via the BCU template. One unit required per class (not per year group).* | Choose an item. |
| **Are trainees submitting lesson plans with sufficient time for mentors to review and comment?**  *Please note that lesson plans should be shared a minimum of 48 hours in advance (working days).* | Choose an item. |
| **Are trainees using pupil data explicitly and directly in lesson planning and teaching?**  *Please note that Section E of the lesson plan requires trainees to outline the measures they will take to address the needs of some named pupils.* | Choose an item. |
| **Are trainees completing the reflection sections of their lesson plans at the end of every lesson?** (with the progress of named pupils included in the reflection)  *Lesson reflections should be discussed with and shown to the mentor in weekly review meetings.* | Choose an item. |
| **Comments regarding the trainee’s planning**  [Provide a comment here that gives detail about key points from the questions in this section] | |

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| **Progress Journal** | **Yes/No or N/A** |
| **Have trainees made a start in addressing Journal Tasks for this term?**  *Please note that trainees will need support accessing information to complete Progress Journal Tasks. Once completed they should be shown to mentors in a weekly review meeting and signed off by subject mentors.* | Choose an item. |
| **Are trainees using the Weekly Review pages in their journal to document their progress?** | Choose an item. |
| **Are trainees using the Weekly Review pages in their Weekly Subject Mentor meetings and being provided with clear actions and outcomes?** (actions to achieve targets) | Choose an item. |
| **Has the trainee provided their Subject Knowledge Tracker so that they can receive support from mentors in addressing gaps in their subject knowledge?**  *Trainees should have emailed this to mentors at the start of their placement* | Choose an item. |
| **Are trainees being formally observed a minimum of twice per week?**  *Learning Observation Record forms to be used for formal observations.* | Choose an item. |
| **Are the formative grade descriptors being used to inform Weekly Mentor Meeting discussions?** (EXP, EST, EMB)? | Choose an item. |
| **Comments regarding the use of the Progress Journal**  [Provide a comment here that gives detail about key points from the questions in this section] | |

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| **Mentor Training** | **Yes/No or N/A** |
| **Has the Subject Mentor attended BCU Mentor CPD this term?** | Choose an item. |
| **Is the Subject mentor attending SM drop ins?** | Choose an item. |
| **Has the Professional Mentor attended BCU CPD this term?** | Choose an item. |
| If ‘No’, provide the date for an additional visit to the school to review progress in mentor training | Choose an item. |
| **Was there an opportunity for the visiting tutor and subject mentor to jointly observe the trainee to moderate the use of the LOR?** | Choose an item. |
| **Comments regarding Mentor Training & Lesson Observation**  [Provide a comment here that gives detail about key points from the questions in this section] | |

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| **Summary of actions based on the previous checklists:** | |
| **Action:** | **Person responsible:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **BCU ITE Curriculum Themes currently requiring attention (identify a maximum of three):**  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | |
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| **Additional visit (if required)** | |
| **Specific comments on trainee progress / RIT (if required) and reference to actions from the previous visit** | |
| **Action:** | **Person responsible:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **BCU ITE Curriculum Themes currently requiring attention (identify a maximum of three):**  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | |