# Mentors’ Initial Visit Checklist

Our mentors ensure trainees have been inducted to their school/setting effectively. Please check below items are completed at the initial visit meeting.

| Items to complete:*(All must be completed. Please discuss with the link tutor if you have any questions.)* | Badge Tick1 outline |
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| Trainee can evidence completion of the items on the trainee preparation check list. *(Please go through all items. Please ensure to see the safeguarding training certificate.)*  |  |
| Trainee is placed at the correct KS. |  |
| Trainee has been provided with an effective timetable. *Primary and EY: This should include the opportunity to teach PE, systematic synthetics phonics (SSP) and sufficient foundation subjects teaching as well as observing expert teachers.* *Secondary: This should include KS3 and KS4 teaching experience, observing expert teachers and contributing to GCSE and/or A level preparation as appropriate. Timetable should be appropriate for specific subject area.*  |  |
| Trainee has been provided with school’s / setting’s Code of Conduct. |  |
| Trainee has been provided with school’s / setting’s safeguarding policy.  |  |
| Trainee has been provided with school’s / setting’s behaviour policy.  |  |
| Trainee has been provided with access to school’s / setting’s curriculum and resources.  |  |
| There is an agreed time of submitting the lesson plan. *(Trainees could either use EHU’s or school’s / setting’s planning pro-forma or scheme. They are expected to annotate on their plans and keep them as a form of progression evidence.)* |  |
| Trainee’s workload is appropriate.  |  |
| Mentor Development: *(as appropriate)*  |  |
| Engaged with Core Mentor Development materials/sessions. |  |
| Core Mentor Development completed and engaged with Departmental /Professional Practice Curriculum Training for phase. |  |
| Departmental / Professional Practice Curriculum Training completed and engagement with Advanced Mentor Development offer. |  |
| Any identified mentor development needs? |  |