

# Visiting Tutor Initial Visit Checklist



**Please ensure the following tasks have been undertaken either prior to or during your initial visit:**

	A timetable has been established for the trainee's teaching but also including opportunities to observe and complete the induction tasks outlined on page 8-9 of the Professional Practice handbook are completed.
	Planning expectations have been established – both the quantity and the timing of when it should be given to the class teacher.
	Schemes of work (if any) have been shared with the trainee.
	The trainee has shared their targets with you.
	The trainee has access to the following policies: Safeguarding (and information about the Safeguarding lead), Assessment, Behaviour, Equality and Diversity, Health and Safety and SEN/D. Also, a staff Code of Conduct or any similar document.
	The trainee is organising their Professional Practice Resources according to the guidance on p8 and has made you aware of the Assessment and Grading criteria that should be completed weekly.

If you are unable to tick any of the above, then please ensure you follow them up with the mentor and/or trainee prior to your next visit. If you have significant concerns, then please inform both the trainee's PAT and their placement leader.