Link Tutors' Initial Visit Checklist

Our link tutors ensure that both the mentor and trainee are well aware of the expectations and processes. Please check below items are completed at the initial visit meeting.

Items to have been completed by the trainee, mentor and link tutor: *(All must be completed. Please discuss with the placement leader if you have any questions.)*	✓
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.	
Trainee and mentor agreed on the 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)*	
Signpost to Core Mentor Development materials/sessions.	
Verify Core Mentor Development has been completed. Signpost to Departmental /Professional Practice Curriculum Training for phase.	
Verify Departmental /Professional Practice Curriculum Training has been completed. Signpost to Advanced Mentor Development offer.	
Record any identified mentor development needs.	
Link tutor edited the required information on InPlace within 48 hours. *(Please refer to LTs Checklist for the Input of Data on InPlace.)*	