


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.

<p>Items to complete: (All must be completed. Please discuss with the link tutor if you have any questions.)</p>	
<p>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.)</p>	
<p>Trainee is placed at the correct KS.</p>	
<p>Trainee has been provided with an effective timetable.</p> <p><i>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.</i></p> <p><i>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.</i></p>	
<p>Trainee has been provided with school's / setting's Code of Conduct.</p>	
<p>Trainee has been provided with school's / setting's safeguarding policy.</p>	
<p>Trainee has been provided with school's / setting's behaviour policy.</p>	
<p>Trainee has been provided with access to school's / setting's curriculum and resources.</p>	
<p>There is an agreed time of submitting the lesson plan.</p> <p><i>(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.)</i></p>	
<p>Trainee's workload is appropriate.</p>	
<p>Mentor Development: <i>(as appropriate)</i></p>	
<p>Engaged with Core Mentor Development materials/sessions.</p>	
<p>Core Mentor Development completed and engaged with Departmental /Professional Practice Curriculum Training for phase.</p>	
<p>Departmental / Professional Practice Curriculum Training completed and engagement with Advanced Mentor Development offer.</p>	
<p>Any identified mentor development needs?</p>	