**Weekly Mentor Meeting Date:**

**Name:**

*To be uploaded to MySBT at the end of the meeting. Teacher Mentor to keep a copy.*

Structure of the meeting:

A. Student teacher to reflect on their progress and development over the course of the week and capture the salient points for discussion

B. Teacher Mentor to review student teacher’s learning and progress over the course of the week, highlight strengths, and next steps. From this conversation, and where relevant, student teacher to update Training Plan with development opportunities.

C. Review and agree specific developmental targets and related actions that can be achieved over the course of the next week, please reference the Teachers’ Standards.

1. **Student teacher to complete prior to the meeting and discuss with Teacher Mentor:**

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| --- |
| Student teacher to reflect on their progress and development over the course of the week, drawing on: the previous week’s targets; strengths; progress against planned activities; professional development needs and learning opportunities; and ITE curriculum; reading etc… |

1. **To be completed by the Teacher Mentor during the meeting:**

|  |  |
| --- | --- |
| Teacher mentor to review student teacher’s learning and progress and summarise key points discussed | |
| Student teacher’s progress is ‘on track’ | Yes/No |
| There are concerns that need to be discussed with PM | Yes/No |

1. **Teacher-Mentor to complete**

|  |  |  |  |
| --- | --- | --- | --- |
| **Broad area for development (Teachers’ Standards)** | **Specific developmental target** | **Actions to be completed by student teacher and/or mentor in the next week and discussed in following meeting** | **Review**  (met/unmet) |
| From lesson observation/s |  |  |  |
| SKfT development |  |  |  |
| Training Plan |  |  |  |

**Training Plan**: learning opportunities and activities that you are planning to do in the coming half term