**BCU Weekly Mentor & Associate Teacher Meeting Record**

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| --- | --- | --- | --- |
| **Associate Teacher Name:** |  | **Date:** |  |

*Alongside this document use the* ***Assessment Tracker, LORs*** *from the week and the* ***Curriculum Map*** *to inform targets. Mentor and AT complete this page together.*

**Associate Teacher’s observation of an expert colleague (to be completed by AT in preparation for the meeting):**

|  |  |
| --- | --- |
| Subject: | Class: |
| Identify the focus area you observed: | How did this focus aligned to last week’s target/s?: |
| What notable teaching and learning strategies, related to your target focus, did the teacher use? | |
| I have learnt that: | I have learnt how to: |

**Last week’s targets**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Target No. | BCU ITE Curriculum Theme (A-F) | Last week’s target | Review of this target *(highlight as appropriate)* | | | Reflections and evidence in relation to each target |
| 1 |  |  | **Not achieved** (carry forward – see below) | **Partially achieved** (carry forward – see below) | **Achieved** |  |
| 2 |  |  | **Not achieved** (carry forward – see below) | **Partially achieved** (carry forward – see below) | **Achieved** |  |
| 3 |  |  | **Not achieved** (carry forward – see below) | **Partially achieved** (carry forward – see below) | **Achieved** |  |

**This week’s targets**

*Previous targets not achieved or partially achieved should be carried forward below. Partially achieved targets should be re-focused where necessary to support the AT in achieving the target by next week.*

|  |  |  |  |
| --- | --- | --- | --- |
| Target No. | BCU ITE Curriculum Theme (A-F) | **Weekly Subject-focused targets**  (use the **Assessment Tracker** to inform targets) | **How** will the target be met? |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

Reminder - Structure of the Weekly Mentor Meeting:

1. **AT reflection** – AT’s observation of an expert colleague on **WMMR** and **lesson evaluations** from the week (PG - 2 in phases 5-8 and 1 in phases 9-10)
2. **Curriculum Map** – put brief notes in the final column of the **Curriculum Map** to identify ways in which the learning from Centre-Based Training has been/will be applied in School-Based Training that week
3. **Reflection upon last week’s targets** – reflect upon last week’s targets at the start of this document (use **LORs**, **lesson evaluations** and last week’s **WMMR** to support this)
4. Update the **Assessment Tracker** to capture progress in relation to the BCU Curriculum Themes – highlight any newly achieved formative descriptors for that week
5. Set targets for the week ahead on this document, informed by the **Assessment Tracker**, and carry over any targets not yet achieved.