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| **Associate Teacher** |  | **School Name:** |  |
| **Professional Mentor:** |  | **Subject Mentor:** |  |

This form is to be used as a record of internal school moderation of BCU associate teachers. Moderation is conducted between the **professional mentor** and **the subject mentor**.

**Process (1. General moderation and 2. Observation):**

The boxes below are a record of the moderation process, ensuring that both mentors are in agreeance with the development of the associate teacher.

1. To be completed by the **professional mentor before the observation**:

|  |  |
| --- | --- |
| I confirm that the associate teacher has a timetable that fits with their year group and current level of competence. | Yes / No |
| I confirm that the associate teacher has access to school policies, schemes of work and pupil data to use within their lesson planning. | Yes / No |
| I confirm that the subject mentor is using the correct BCU documentation for meetings, assessment and observation. | Yes / No |
| I confirm that the subject mentor is supporting the associate teacher in their development, using the BCU Curriculum map as a guide for development through mentor meetings. | Yes / No |

1. To be completed by the **professional mentor after the observation**:

The professional mentor, alongside the subject mentor using the secondary **Learning Observation Record**, should observe the associate teacher together.

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| **Subject:** |  | Class/Year/Group/Set: |  |
| **BCU ITE Curriculum Year (1/2/3):** |  | Observation Date: |  |

|  |  |
| --- | --- |
| The subject mentor is drawing out key areas of the lesson taught and is able to offer feedback for the associate teacher to reflect upon, in order for them to develop their practice. | Yes / No |
| Based on the lesson observed, the subject mentor has recommended developmental action points for the associate teacher to use. | Yes / No |
| I support the subject mentor’s judgements, based on today’s observation. | Yes / No |

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| *Professional Mentor* |  | *Signed:* |  | *Date:* |  |
| *Subject Mentor* |  | *Signed:* |  | *Date:* |  |