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| **Trainee:** |  | | **School:** |  |
| **ITEC:** |  | | **Reflective Mentor:** |  |
| **Lead Mentor:** |  | | **UVT:** |  |
| **UVT Visit number 1,2, (3 SDD):** | **Date:** | | **Main subject:** |  |
| **EVIDENCE CHECK** | | | | |
| Monitor using evidence in the IDP:  Effective Use of The Exeter Model   * Demonstrations * Agendas and evaluations * Lesson observations * Lesson Plans linked with observations * Weekly Development Meetings * Reflective Conversations   Professional Studies   * Trainee has been provided with details of Professional Studies sessions (and their training plan if SDD) * Completion of EPS tasks (See IDP template *Framework and EPS Tasks* by term. These are called *Framework Reflections* in SDD)   Safeguarding  Trainee has completed the Safeguarding template in the IDP per placement, including uploading of 5 Simple Steps task and PREVENT training certificate (uploads only required once over the year) | | Using evidence from the IDP/teaching files and discussions with the trainee and school-based staff, that trainee has opportunities to:     * teach across key stage 3 and 4 * gain post-16 experience during PGCE * embed the taught curriculum into school based practice * work with a tutor group/PSHE | | |
| **English and maths fundamental skills**   * There are concerns that the trainee is not demonstrating satisfactory fundamental English skills in their planning and resourcing of lessons, in their teaching delivery or through any additional activities required of a teacher such as report writing * There are concerns that the trainee is not demonstrating satisfactory maths skills by effectively using class and whole school data in lessons (if the interpreting data task is yet to be completed, please record that under **actions** and **follow up of issues**) | | | | |
| Please confirm that the trainee’s files (teaching and IDP) have been checked and feedback given:   * Y * N   Please confirm that a joint reflective discussion of the trainee’s observed lesson took place, led by the Lead Mentor (or by the UVT if the Lead Mentor is new):   * Y * N | | | | |
| **PROGRESS CHECK** | | | | |
| Assess progress against the requirements in the Profile Descriptor for the phase using evidence from the IDP and teaching files and discussion with school-based staff.   * The trainee is exceeding the expected progress for this point in the course * The trainee is making the expected progress for this point in the course * The trainee is not making the expected progress and a Cause for Concern letter has been issued   Comment on progress against the requirements of the phase including areas of strength and areas for development | | | | |
| **ACTIONS TO BE TAKEN** | | | | |
| **Actions to be taken as a result of this visit**  If you are unable to confirm any of the requirements above, and the trainee does not meet the threshold of Cause for Concern action plan, please describe the issue/s in this section, how it/they will be addressed, when it/they will be addressed by and how this is being monitored.  Ensure that you have discussed these issues with the ITEC and exeterpartner.  Take this opportunity to discuss with or remind trainee of any relevant taught input to support their development, signposting to relevant resources.  *As the UVT, you will need to set a date, within 2 weeks, to review these issues and update the ‘****Follow up of Issues’*** *section*  **Review date** if issues raised: | | | | |
| **FOLLOW UP OF ISSUES** | | | | |
| Please update this section by the review date above (must be within 2 weeks)  This tab will remain open after the UVT Visit Record has been submitted.  If the issues have not been resolved, a CfC may need to be issued. Please inform the ITEC and exeterpartner. | | | | |
| **SIGNATURE** | | | | |
| UVT   * Yes * No   Date:  Trainee   * Yes * No   Date: | | | | |