| **Welcome to the mentor Weekly Development Summary from the Department of Secondary and Further Education (AY 23/24)****Week #** |
| --- |
| **Course:**  **‘Working creatively with others to enhance life chances’** |
| **Name of trainee** |  | **Trainee ID no.** |  |
| **Name of mentor** |  | **Professional Practice phase** |  |
| **Name of Link Tutor** |  | **Name of setting** |  |
| **Programme** |  | **Week beginning** | enter a date. |
| **Days trainee has attended this week** | **Monday** [ ]  | **Tuesday** [ ]  | **Wednesday** [ ]  | **Thursday** [ ]  | **Friday** [ ]  |
| **Key reading for the week** | **Summary** **Limitations:** **Reference**  |
| **Support for mentoring in this subject** |  |
| **Curriculum for the week**  | **This week trainees should have demonstrated that they know:** | **Y/N** |
| **1.**  |   |
| **2.**  |   |
| **3.**  |   |
| **This week trainees should have demonstrated that they know how to:** | **Y/N** |
| **1.**  |  |
| **2.**  |  |
| **3.**  |  |

| **Questions for mentor and trainee to discuss in mentor meeting**  | **Q1:** **Mentor summary of trainee response:** **Q2:** **Mentor summary of trainee response:** **Q3:** **Mentor summary of trainee response**  |
| --- | --- |
| **Additional notes from mentor meeting** | For example, review of subject knowledge, relevant CPD, arrangements for upcoming lesson observation, school/department events etc. |
| **Trainee workload and well-being** | Has trainee workload and well-being been discussed? Please update any risk assessments (if applicable). |
| **Opportunities identified for progress** | **To make progress through the curriculum the trainee needs to:** | **Opportunity agrees for trainee to practise, observe, or receive feedback on this target** |
| **1.**  |  |
| **2.**  |  |
| **3.**  |  |
| **Current progress would suggest that the trainee is making sufficient progress through the curriculum to proceed:**[ ]  **Yes, trainee is making sufficient progress through the curriculum.**[ ]  **Yes, trainee is making sufficient progress through the curriculum, but this has required additional support (please list the additional support provided below. For example, a reduction in teaching load, additional meetings, use of team-teaching etc).**[ ]  **No, despite additional support the trainee is not making sufficient progress through the curriculum. A Progress Support Plan should be considered.**  |

| **Mentor** Signature |  |
| --- | --- |
| **Trainee** Signature |   |
| Trainees should ensure this WDS is submitted by the deadline for the purpose of formative assessment. Failure to do prevents the Link Tutor from assessing their progress and may result in the trainee being placed on a Progress Support Plan. |