**Secondary PGCE Visit Review form- Block 1**

This form should be completed for *all* trainees during the Block 1 visit. **Please return the form to the** **PAT along with the lesson observation form**.

|  |  |
| --- | --- |
| **Trainee name** |  |
| **School**  |  |
| **Mentor name** | Subject Mentor: Professional Mentor: Contact email for Subject Mentor:  |
| **Provider**  | University of Huddersfield [ ] Valley Learning [ ] Five Towns [ ]  |
| **Date/s of visit/s** | Block 1 visit date:Additional visit (if required): |
| **Report completed by:** |  |

|  |  |
| --- | --- |
| **Placement Requirements**  | **Add comments where applicable** |
| Has the trainee received Safeguarding training and are they aware of how to report Safeguarding concerns in the current placement? \**Ask the trainee about their understanding of the school’s Safeguarding policy.* |  |
| Is there an appropriate teaching timetable in place for the current block?*Block 1: up to 8 – 12 hours* |  |
| Is the trainee involved in wider school responsibilities e.g., duty, form, extra-curricular, Parents’ Evening?  |  |
| Is the trainee receiving a minimum of 1 formal lesson observation each week with written feedback and specific targets? |  |
| Are RoP forms being completed weekly by the mentor and trainee?*To include reflections from the trainee and comments on progress by the mentor.* |  |
| Is the trainee receiving coaching during their weekly mentor meeting?*Share & explain, discuss and analyse, demonstrate and deconstruct, team teach, observe and feedback, and are these reflected in the weekly RoP?* |  |
| Observing any evidence, is trainee progress evident e.g., targets set, met, new targets set? |  |
| Is the mentor aware of the Professional Values and Practice criteria for the relevant block? *Shared via the Lesson Observation Form.*  |  |
| When did the mentor last attend mentor training at the university (either online or in person)?*Inform* *SEPDPlacements@hud.ac.uk* *if mentor requires training.*  |  |
| How is the mentor setting targets? *Remind the mentor of the PVP criteria for the block.* |  |
| How is the mentor supporting the mental health and wellbeing of the trainee? |  |
| Is the mentor aware of all processes and requirements of the course documentation? *Remind of Block Guides and the Partnership Handbook.* |  |
| Can the mentor access UoH Secondary PGCE [website?](https://www.hud.ac.uk/the-university/teacher-training-partnerships/secondaryeducation/)  |  |
| Does the mentor have a firm understanding of the intended curriculum and how to provide opportunities for practice in placement?*How is the mentor allowing the trainee to demonstrate their understanding of the ITE Curriculum when in placement?* |  |
| Is the mentor aware of the ITT core content framework (CCF)?*Available in the Partnership Handbook.* |  |
| Does the mentor have any feedback on processes and procedures for the provider? *Note any concerns or questions below.* |  |
| Would the mentor be interested in delivering to our trainees in university or contributing to Mentor Meetings? |  |
| Would the mentor like to join our Partnership Committee to contribute to course development? *Email* *s.m.n.ahmed@hud.ac.uk* |  |
| **Additional comments:** |
| **Does the mentor or trainee have any questions or concerns?** | **Mentor comment:**Block 1:  |
| **Trainee comment:**Block 1:  |
| **Is this placement supporting the trainee’s progress?** | Block 1 | Yes [ ] No [ ] Comment if applicable:  |

**\*Please report any Safeguarding concerns immediately to** SEPDSecondary@hud.ac.uk