# Teaching Report Form

**School of Education and Professional Development**

**Cert Ed/PGCE/PGDipE Lifelong Learning**

**Teaching Report Form**

This form should be used to provide a summary of a trainee’s progress, development and any areas of concern at two key points during professional teaching experience in the practice based modules. The first report should be completed at the end of Module 2 (Becoming a Subject Specialist Teacher followed by a final report at the end of Module 3 (Being a Subject Specialist Teacher).

The trainee should invite staff who have worked with them during their professional teaching experience (such as specialist mentors, tutors, observers, etc) to provide feedback on their performance in a range of competencies and how they are developing over the teaching module period. The form may be copied and completed individually by all staff who have worked with the trainee, or presented as a combined report. **You may wish to discuss your comments with the trainee and/or his/her personal tutor.**

The comments within the form will provide the trainee with evidence towards their Grading assessment process. Although professional teaching experience/placement staff are not required to grade individual trainees, they might wish to discuss the grading criteria with the trainee when completing this Teaching report.

**A copy of this form should be included in the relevant teaching file and submitted to the trainee’s PERSONAL TUTOR**.

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| **Name of trainee teacher** |  | **Form completed by:**  **Name:**  **Position:** |
|  |  |  |
| **Location of teaching professional experience** |  | **Dept./Section** |
|  |  |  |
| **Period of report (tick as appropriate):**  **Module 2 (first report)**  **Module 3 (final report)** |  | **Personal tutor** |

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| --- | --- | --- | --- |
| **Comments:**  Each section includes some prompts for guidance but please provide any relevant comments which you think are appropriate. | | | |
| Attendance  (tick as appropriate) | Excellent | Good | Poor |
| Punctuality  (tick as appropriate) | Excellent | Good | Poor |
| General progress and contribution to the department |  | | |
| Relationships with staff  *(Ability to work in a team, collaboration, use of initiative)* |  | | |
| Range of teaching experience undertaken to date *(courses, levels, modules, groups)* |  | | |
| Subject / Curriculum knowledge *(Is it relevant, appropriate and current?)* |  | | |
| Planning, organisation and time management |  | | |
| Use of a range of appropriate teaching techniques and resources *(including willingness to try different approaches)* |  | | |
| Interaction with students *(Ability to generate interest, manage and motivate students)* |  | | |
| Student assessment and record keeping *(Ability to assess student progress and maintain relevant records)* |  | | |
| Response to feedback *(including ability to seek and ask advice, action planning)* |  | | |
| Extra curricula activities and experience of wider tutor role *(attendance at meetings, events, activities outside timetabled sessions.)* |  | | |
| Key areas where trainee has shown progress and development |  | | |
| Key areas where trainee needs further experience |  | | |
| Any areas of concern |  | | |

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| **Main Recommendations and action points:** to help further the trainee's development.  *(It may be helpful to refer to Grading criteria and trainee’s action planning in their Personal Development Plan/e-portfolio)* |
|  |

Mentor YES ( ) NO ( ) [please tick]

Subject Specialist YES ( ) NO ( ) [please tick]

Other please specify YES ( ) NO ( ) [please tick]

**Signed Date**

This form is part of the trainee's claim that outcomes have been achieved. Your comments are much appreciated and will be helpful in the trainee’s progress and development planning. Thank you