**SCITT TARGET SETTING MENTOR MEETING DOCUMENT – 2021-22**

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| Trainee Teacher: |  | |  |  |  |
| Main placement school: |  | **Main placement class teacher mentor:** |  | **Main placement professional mentor:** |  |
| Second placement school: |  | **Second placement class teacher mentor** |  | **Second placement professional mentor** |  |

The target setting process is crucial as it forms the basis of the formative assessment process which monitors trainee progress and identifies where there may be a need for additional support. Please ensure all required components of the learning conversation are discussed each fortnight:

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| THE LEARNING CONVERSATION | |
| * Trainee and pupil wellbeing | * How the trainee’s teaching has improved pupil outcomes |
| * Celebration of trainee success and strengths, and identified areas for development | * The quality and impact of the trainee’s marking and feedback, assessment records and planning |
| * Evidence of trainee progress e.g. pupil workbooks, planning, marking and feedback, pupil responses, pupil observations | * How secure the trainee’s subject knowledge is and any appropriate next steps (refer to the context and content of the SCITT curriculum and school-based teaching) |
| * How the SCITT curriculum (centre-based training and/or school training) has impacted on trainee progress and quality of teaching | * Review the previously set targets and agree appropriately challenging developmental targets, along with actions to be undertaken by the trainee, mentor and others to enable the trainee to achieve their targets * Targets may be carried over when not fully met * Please ensure SMART target setting is implemented. Targets should be fit for purpose, and as appropriate, subject specific |
| * Any educational reading or research that has had impact on professional development and teaching practice |

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| Target review and development Friday 17th September 2021 | | | | |
| Personalised targets set Thursday 2nd September 2021 in line with target themes linked to the SCITT curriculum and trainee development   1. Climate and culture 2. Building relationships 3. Interview target | | **Actions agreed**  **What does the trainee need to do?**  **How will the class teacher mentor help the trainee to ‘learn how to….’?**  **What will other expert colleagues do to support the trainee?** | **Review of targets set Thursday**  **2nd September 2021**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Friday 1st October 2021 | | | | |
| Personalised targets set Friday 17th September 2021 in line with target themes linked to the SCITT curriculum and trainee development   1. Climate and culture (linked to Managing Behaviour 1 SCITT taught curriculum) 2. Essential elements of effective teaching (linked to Role of the Teacher SCITT taught curriculum) 3. Secure subject knowledge to support effective teaching and learning (linked to Role of the Teacher SCITT taught curriculum) | | **Actions agreed**  **What does the trainee need to do?**  **How will the class teacher mentor help the trainee to ‘learn how to….’?**  **What will other expert colleagues do to support the trainee?** | **Review of targets set Friday**  **17th September 2021**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Friday 15th October 2021 | | | | |
| Personalised targets set Friday 1st October 2021 in line with target themes linked to the SCITT curriculum and trainee development   1. Climate and culture (linked to Managing Behaviour 1 SCITT taught curriculum) 2. Applying learning theory to practice (linked to Learning Theory SCITT taught curriculum) 3. Lesson planning (linked to How Pupils Learn 1– Cognitive Science and Memory, and planning 1 SCITT taught curriculum) | | **Actions agreed** | **Review of targets set**  **Friday 1st October 2021**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 4th November 2021 | | | | |
| Personalised targets set Friday 15th October 2021 in line with target themes linked to the SCITT curriculum and trainee development   1. Essential elements of effective teaching (linked to Role of the Teacher SCITT taught curriculum) 2. Lesson planning (linked to How Pupils Learn 1– Cognitive Science and Memory, and planning 1 SCITT taught curriculum) 3. Secure subject knowledge to support effective teaching and learning (linked to Role of the Teacher SCITT taught curriculum) | | **Actions agreed** | **Review of targets set**  **Friday 15th October 2021**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
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| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 18th November 2021 | | | | |
| Personalised targets set Thursday 4th November 2021 in line with target themes linked to the SCITT curriculum and trainee development   1. Climate and culture (linked to Managing Behaviour 1 & 2 SCITT taught curriculum) 2. Secure subject knowledge to support effective teaching and learning 3. Professional Behaviours: deploy support staff effectively including developing professional relationships | | **Actions agreed** | **Review of targets set**  **Thursday 4th November 2021**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
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| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 2nd December 2021 | | | | |
| Personalised targets set Thursday 18th November 2021 in line with target themes linked to the SCITT curriculum and trainee development   1. Planning and strategies to support pupils with SEND (linked to SEND SCITT taught curriculum) 2. Assessment and feedback 3. Professional behaviours: contributions to wider school life and ethos and working with parents and carers | | **Actions agreed** | **Review of targets set**  **Thursday 18th November 2021**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
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| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 16th December 2021 | | | | |
| Personalised targets set Thursday 2nd December 2021 in line with target themes linked to the SCITT curriculum and trainee development   1. Instructional strategies linked to effective use of lesson time (linked to How Pupils Learn 2 SCITT taught curriculum) 2. Culture and climate (linked to Managing Behaviour 3 SCITT taught curriculum) 3. Individual target e.g. a target previously not met or further development | | **Actions agreed** | **Review of targets set**  **Thursday 2nd December 2021**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 20th January 2022 | | | | |
| Personalised targets set Tuesday 4th January 2022 in line with target themes linked to the SCITT curriculum and trainee development   1. Culture and climate (linked to managing behaviour 1, 2 and 3 SCITT taught curriculum) 2. Literacy through the curriculum (linked to SCITT taught curriculum) 3. Questioning and classroom dialogue (linked to How Pupils Learn 3 SCITT taught curriculum) | | **Actions agreed** | **Review of targets set**  **Tuesday 4th January 2022**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
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| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 3rd February 2022 | | | | |
| Personalised targets set Thursday 20th January 2022 in line with target themes linked to the SCITT curriculum and trainee development   1. Planning sequences including setting homework and out of class activities (linked to planning 2 SCITT taught curriculum) 2. Assessment and feedback 3. Secure subject knowledge to support effective teaching and learning | | **Actions agreed** | **Review of targets set**  **20th January 2022**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 17th February 2022 | | | | |
| Personalised targets set Thursday 3rd February 2022 in line with target themes linked to the SCITT curriculum and trainee development   1. Adapting to meet the needs of all pupils (linked to how pupils learn 4 SCITT taught curriculum) 2. Working with support staff (linked to SCITT taught curriculum) 3. Instructional Strategies linked to effective use of lesson time (linked to How Pupils Learn 2 SCITT taught curriculum) | | **Actions agreed** | **Review of targets set**  **Thursday 3rd February 2022**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 17th March 2022 | | | | |
| Personalised targets set Monday 28th February 2022 in line with target themes linked to the SCITT curriculum and trainee development   1. Planning of sequences (linked to planning 2 SCITT training) 2. Adapting to meet the needs of all pupils (linked to how pupils learn 4 SCITT training) 3. Individual target choice | | **Actions agreed** | **Review of targets set**  **Monday 28th February 2022**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 7th April 2022 | | | | |
| Personalised targets set Thursday 17th March 2022 in line with target themes linked to the SCITT curriculum and trainee development   1. Formative assessment (linked to SCITT taught curriculum) 2. Adapting to meet the needs of all pupils (linked to SEND week) 3. Professional behaviours: deploying support staff , working with parents and carers, contributing to wider school life and ethos, developing professional relationships | | **Actions agreed** | **Review of targets set**  **Thursday 17th March 2022**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 5th May 2022 | | | | |
| Personalised targets set Monday 25th April 2022 in line with target themes linked to the SCITT curriculum and trainee development   1. Adapting to meet the needs of all pupils (linked to SEND week, EAL training) 2. Planning sequences ‘from scratch’ including setting homework and out of class activities (linked to Planning 3 SCITT training) 3. Retrieval practice (linked to How pupils learn 6 SCITT training) | | **Actions agreed** | **Review of targets set**  **Friday 25th April 2022**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 19th May2022 | | | | |
| Personalised targets set Thursday 5th May 2022 in line with target themes linked to the SCITT curriculum and trainee development   1. Planning sequences ‘from scratch’ (linked to Planning 3 SCITT training) 2. Retrieval practice (linked to How pupils learn 6 SCITT training) 3. Individual target choice | | **Actions agreed** | **Review of targets set**  **Thursday 5th May 2022**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 9th June 2022 | | | | |
| Personalised targets set Thursday 19th May 2022 in line with target themes linked to the SCITT curriculum and trainee development   1. Metacognition (linked to How Pupils Learn 7 SCITT taught curriculum) 2. Individual target choice 3. Individual target choice | | **Actions agreed** | **Review of targets set**  **Thursday 19th May 2022**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |

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| Target review and development Thursday 23rd June 2022 | | | | |
| Personalised targets set Thursday 9th June 2022 in line with target themes linked to the SCITT curriculum and trainee development   1. Summative assessment and use of data (linked to assessment 2 SCITT training) 2. Individual target choice 3. Individual target choice | | **Actions agreed** | **Review of targets set**  **Thursday 9th 2022**  **Met/Partially met/Not met** | |
| 1. |  |  |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |
| Personal and professional conduct comment: | |  | | |
| As a result of the trainee’s teaching, in the majority of lessons this week, pupils are making at least expected progress: *(please circle/highlight)* | | | **Yes** | **No** |
| If pupils are not making at least expected progress, please briefly outline the reasons why? | |  | | |
| Any other additional information relating to the trainee and/or progress: | |  | | |