**Secondary PGCE Visit Review form- Block 3**

This form should be completed for *all* trainees during the Block 3 visit. **Please return the form to the** **PAT along with the lesson observation form**.

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| **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 3 visit date:  Additional visit (if required): |
| **Report completed by:** |  |

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| --- | --- | --- |
| **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 2: up to 14 – 16 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*](mailto:SEPDPlacements@hud.ac.uk) *if mentor requires training.* |  | |
| How is the mentor setting targets?  *Remind the mentor of the* [*PVP criteria*](https://brightspace.hud.ac.uk/d2l/le/content/304729/viewContent/2613121/View) *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*](mailto:s.m.n.ahmed@hud.ac.uk) |  | |
| **Additional comments:** | | |
| **Does the mentor or trainee have any questions or concerns?** | **Mentor comment:**  Block 3: | |
| **Trainee comment:**  Block 3: | |
| **Is this placement supporting the trainee’s progress?** | Block 3 | Yes  No  Comment if applicable: |

**\*Please report any Safeguarding concerns immediately to** [SEPDSecondary@hud.ac.uk](mailto:SEPDSecondary@hud.ac.uk)