**PGCE Secondary: School Report: 2019-20**

If a trainee is deemed ‘not on target’ for any of the Standards this indicates that they are not yet meeting the minimum pass (competent) so will negotiate a targeted support plan with the mentor/tutor

The standards apply to the vast majority of teachers regardless of their career stage. For this reason, the Standards need to be applied as appropriate to the role, experience and context of a trainee.

**PLEASE NOTE:** When completing this report please refer to the ‘Partnership Handbook (for schools)’ update and exemplar report that can be found on the [website](http://www.worcester.ac.uk/discover/education-secondary-partnership-placement-information.html) **and** discuss it with the trainee before submitting electronically to the university ([c.rowlands@worc.ac.uk](mailto:c.rowlands@worc.ac.uk))**. Please use evidence from the weekly reviews and ‘Meeting the Teachers’ Standards’ booklet.**

If a trainee fails any standard in the summer they will not be recommended for QTS and will need to resit the placement. All parties will be fully aware of this assessment before the end of the course.

**Name of Trainee: Subject: School: 1 School 2:**

**Summary of progress against the Teachers’ Standards (please tick one box per standard as shown in the exemplar)**

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|  | **Autumn (first) 2019** | | | | **Spring (second) 2020** | | | | **Summer (final) 2020** | | | |
|  | **Career Stage** | | | | **Career Stage** | | | | **Career Stage** | | | |
| Part 1: Teaching | **Not on target** | **Emerging** | | **Competent** | **Emerging** | **Competent** | **Good** | **High Performing** | **Fail** | **Competent** | **Good** | **High Performing** |
| 1 Set high expectations which inspire, motivate and challenge pupils |  |  | |  |  |  | A trainee graded as ‘competent’ will be monitored closely by the subject tutor. Intervention strategies will be put into place if needed. |  |  |  |  |  |
| 2 Promote good progress and outcomes by pupils |  |  | |  |  |  |  |  |  |  |  |  |
| 3 Demonstrate good subject and curriculum knowledge |  |  | |  |  |  |  |  |  |  |  |  |
| 4 Plan and teach well-structured lessons |  |  | |  |  |  |  |  |  |  |  |  |
| 5 Adapt teaching to respond to the strengths and needs of all pupils |  |  | |  |  |  |  |  |  |  |  |  |
| 6 Make accurate and productive use of assessment |  |  | |  |  |  |  | An ‘emerging’ grade in the spring term indicates a risk of failure. The trainee should be on a support plan. |  |  |  |  |
| 7 Manage behaviour effectively to ensure a good and safe learning environment |  |  | |  |  |  |  |  |  |  |  |  |
| 8 Fulfil wider professional responsibilities |  |  | |  |  |  |  |  |  |  |  |  |
| Part 2: Personal and Professional Conduct | Pass | | Fail | | Pass | | Fail | | Pass | | Fail | |
| 1 Demonstrate consistently high standards of personal and professional conduct |  | |  | |  | |  | |  | |  | |

Mentors should use their professional judgement and common sense to assess trainees at a level that is consistent with what should be reasonably expected of a trainee given their level of experience.

Please make **bold** for the autumn (first) report, underline for the spring (second) report and highlight for the summer (final) report. We ask that these reports are detailed and are an honest and fair judgement. Judgement should be based on tracking in the ‘*Meeting the Teachers’ Standards’* booklet and should be best fit professional opinions. Trainees are not expected to meet every aspect of the bullet points for an overall judgement to be made.

**The standards apply to the vast majority of teachers regardless of their career stage. For this reason, the Standards need to be applied as appropriate to role, experience and context.**

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|  |  | **Meeting the Standards** | **Characteristics for trainees in this stage of their career** | |
|  | **Emerging** | **Competent (minimum requirements)** | **Good** | **High Performing** |
| 1. **Set high expectations which inspire, motivate and challenge pupils.** | **Begin to encourage learners to participate and contribute. Recognise how teachers create appropriate working environments. With support can maintain a safe learning environment.** | 1. Is able to establish a safe and stimulating environment for pupils, rooted in mutual respect. | Ensure pupils are safe and feel safe. Build good working relationships with pupils and make classrooms co-operative places. Establish an atmosphere conductive to learning by setting high expectations of learners that are generally appropriate. | Understand very clearly what constitutes unsafe situations and be highly aware of how to promote safety in different situations, including in relation to e-safety. Create collaborative lessons in which pupils feel that their contributions are consistently valued and welcomed. Pay explicit attention to the content of pupils’ contributions. |
| **Start to discuss the need for varying goals and approaches in lesson planning.** | 1. Is able to set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions. | Set goals that stretch, *challenge and motivate pupils. Use strategies to support* the learning and progress *of underperforming groups.* | Consistently set goals that stretch*, challenge and motivate* pupils. *Use effective strategies* to support the learning and progress of *underperforming groups*. |
| **Positive attitudes, values and behaviour are beginning to develop. Support and enthusiasm for the school ethos and working with learners are at an early stage** | 1. Is able to demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils. | Show awareness of the significance of being a role model and consistently model good working relationships with pupils, colleagues and parents. Most learners are enthused and motivated to actively participate in learning. | Demonstrate and discuss issues of behaviour and good working relationships, making this part of lesson planning where this is appropriate. Model exemplary positive attitudes and values when working with pupils, colleagues and parents. All pupils show high levels of enthusiasm, participation and commitment to learning. |

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| AUTUMN | | | SPRING | | | | SUMMER | | | |
| Overall Grade – (Career Stage) Best Fit | | | Overall Grade – (Career Stage) Best Fit | | | | Overall Grade – (Career Stage) Best Fit | | | |
| Not on target | **Emerging** | Competent | Emerging | Competent | Good | High Perform | Fail | Competent | Good | High Perform |

The bullets are an integral part of the Standards, designed to illustrate the scope of each heading. The bullet points should not be interpreted as separate standards in their own right but as a means to track progress against each Standard.

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|  |  | **Meeting the Standards** | **Characteristics for trainees in this stage of their career** | |
|  | **Emerging** | **Competent (minimum requirements)** | **Good** | **High Performing** |
| 1. **Promote good progress and outcomes by pupils** | **Begin to understand teachers’ accountability for learners’ attainment, progress and outcomes. Planning of short and medium term learning acknowledges to a limited extent the need for learners’ progression.** | 1. Is able to take accountability for attainment, progress and outcomes of the pupils | Ensure that learners are sufficiently challenged and achieve the intended learning objectives. Monitor and assess learners’ achievement and provide feedback to them that is based on the specific needs of learners, or groups of learners, that leads to further progress. | Ensure that all learners make very good progress so that they fully achieve the challenging intended learning outcomes over time. Monitor learners’ progress to evaluate quickly how well they are learning so that the approach can be changed during the lesson if necessary. Provide detailed feedback and targets to individual learners that are focused well to ensure further progress. |
| **Begin to take account of prior achievement when planning and/or teaching.** | 1. Is able to plan teaching to build on learners’ capabilities and prior knowledge. | Plan lessons that show flexibility / adaptability that take account of prior knowledge. *Assess pupils’ achievements and plan/teach lessons that enable pupils, including those who have special educational needs, to make at least expected progress.* | Are able to discuss in detail, individual learners’ progress as well as attainment / achievement. Short and medium term planning demonstrates a clear and deep understanding of how to plan for progression – stages in learning, different rates of progress - identifying clear ‘strands of progression’ and the use of these to plan ‘steps in learning’. |
| **Begin to provide tentative opportunities for learners to reflect on their learning.** | 1. Is able to guide pupils to reflect on the progress they have made and their emerging needs | Regularly provide learners with the opportunity to reflect on specific aspects of their learning. Learners are given time and opportunity to reflect on their progress and identify emerging needs. | Routinely create time and opportunities for learners to reflect on their progress. High quality intervention enables learners to identify the progress they have made and understand what they need to do to improve. |
| Begin to demonstrate an awareness of how learners learn and can select from a basic range of teaching strategies ad interventions. | 1. **Is able to demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.** | Use knowledge and understanding of how learners learn to select effective teaching strategies and evaluate how this impacts on teaching and ways outcomes could be improved. | Are able to use a depth of subject-specific pedagogical understanding to explain in detail why they use particular teaching approaches and why these are likely to be more successful than others. |
| Plans for teaching and learning provide some opportunities for potential independent learning. | 1. **Is able to encourage pupils to take a responsible and conscientious attitude to their own work and study** | Use effective teaching strategies to encourage independent learning and set appropriately challenging tasks which enable the majority of learners to make good progress | Regularly create opportunities for autonomous learning to enable the majority of learners to make very good progress. |

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| AUTUMN | | | SPRING  Wording from the Standards determines areas where additional experience and development might be needed, or to identify areas where the trainee is already demonstrating excellent skills. This is summarised in the comments section at the end of the report | | | | SUMMER | | | |
| Overall Grade – (Career Stage) Best Fit | | | Overall Grade – (Career Stage) Best Fit | | | | Overall Grade – (Career Stage) Best Fit | | | |
| Not on target | **Emerging** | Competent | Emerging | Competent | Good | High Perform | Fail | Competent | Good | High Perform |

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|  |  | **Meeting the Standards** | **Characteristics for trainees in this stage of their career** | |
|  | **Emerging** | **Competent (minimum requirements)** | **Good** | **High Performing** |
| **3. Demonstrate good subject and curriculum knowledge** | **With support can apply subject and curriculum knowledge to plan lessons that begin to meet pupils’ needs. Begin to demonstrate sufficient subject knowledge to be aware of misunderstandings and begin to take account of these.** | 1. Has a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings. | *Work within the current and new curriculum arrangements* to find different ways of explaining or modeling teaching approaches. Teach in a way that engages pupils’ interest so that pupils become fully involved in the lesson and make good progress.  Have a clear recognition of how to deal with misconceptions– and through this demonstrate *good subject and curriculum knowledge with phase expertise.* | Demonstrate the ability to consistently teach *exceptionally well demonstrating strong subject knowledge and curriculum knowledge,* *with phase expertise*, to support pupils in acquiring understanding and skill. *Is confident to work within the current and new curriculum*. Ensures planning and teaching anticipates potential misconceptions and addresses misunderstandings. |
| Recognise the need to clarify and update subject knowledge and subject-specific pedagogy. | 1. Is able to demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship. | Employ appropriate professional development strategies to develop and extend subject knowledge.  A minimum pass/competent grade is a cause for concern in the spring and a target support plan will be needed | Are proactive and astutely aware of professional development by extending and updating subject/curriculum/pedagogical knowledge. |
| Recognise the need to develop pupils’ reading, writing and communication skills. | 1. Is able to demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject. | Confidently use subject specific vocabulary and structures when communicating with pupils to develop pupils’ literacy skills. Plan opportunities to *develop reading, writing, communication skills* in lessons and understand how to overcome barriers to learning such as low levels of literacy. | Demonstrate highly effective *teaching of reading, writing and communication*. Demonstrate a clear and deep understanding of how to plan for the development of pupils’ literacy skills and use this to plan teaching; dealing with barriers to learning. Model high standards of written and spoken communication in all professional activities. |
| Recognise the need to develop a clear understanding of systematic synthetic phonics. | 1. If teaching early reading, is able to demonstrate a clear understanding of systematic synthetic phonics.   If performance is ‘not on target’ meaning that there is a risk of not achieving this standard and progressing to be component by the end of th course then a support plan will be needed | Can teach *early reading, systematic synthetic phonics, communication and language development with increased confidence and competence.* | Has a strong knowledge of the Rose Report on *early reading and can teach early reading, systematic synthetic phonics, communication and language development confidently and competently.* |
| Recognise the need to develop pupils’ mathematics skills and can apply to their subject teaching with guidance. | 1. If teaching early mathematics, is able to demonstrate a clear understanding of appropriate teaching strategies. | Use range of mathematics skills within lessons *with increased confidence and competence.* Understand how to overcome barriers to learning such as low levels of numeracy where applicable. | Demonstrate *confidently and competently* a clear understanding of how to plan proactively for the development of pupils’ mathematical skills and use this to plan teaching, dealing with barriers to learning where applicable. |

It is acceptable for progress against the Standards to be ‘emerging’ in the autumn term, however, trainees are expected to be demonstrating good or high performing characteristics in the spring term.

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| AUTUMN | | | SPRING | | | | SUMMER | | | |
| Overall Grade – (Career Stage) Best Fit | | | Overall Grade – (Career Stage) Best Fit | | | | Overall Grade – (Career Stage) Best Fit | | | |
| **Not on target** | Emerging | Competent | Emerging | Competent | Good | High Perform | Fail | Competent | Good | High Perform |

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|  | **Emerging** | **Competent (minimum requirements)** | **Good** | **High performing** |
| 1. **Plan and teach well-structured lessons** | Lessons have some structure that contributes towards supporting learning. Awareness that the pace of the lesson needs to be more effective. | 1. Is able to impart knowledge and develop understanding through effective use of lesson time. | Plan structured activities which match the needs of the learners, including matching pace to learning through effective use of lesson time. | Consistently and effectively impart knowledge and develop understanding through using pace and lesson time to great effect. |
| Learners are motivated by some parts of the lesson. | 1. Is able to promote a love of learning and children’s intellectual curiosity. | Teach in a way that engages learners’ interest so that learners become fully involved in lessons.  Take some risks when trying to make teaching interesting and deal with the unexpected to ‘grab the moment’. | Teach lessons that regularly capture the interest of pupils, are inclusive of all pupils, and feature debate between pupils and between pupils and the teacher. Inspire and communicate enthusiasm to pupils. Take risks confidently to make teaching interesting. |
| Can design some homework activities with support. | 1. Is able to set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired. | Set homework and other out-of-class activities that are creatively planned to ensure pupils make good progress and consolidate knowledge and understanding. Homework is monitored and recorded. | Set inspiring and creative homework, and other out of class activities. Engage learners to consolidate and extend their knowledge and understanding ensuring pupils make very good progress. Rigorous and systematic recording and monitoring of homework is employed.  Sometimes trainee ‘plateau’ and do not make progress in the summer term. This would require intervention from the mentor and tutor but it is possible for a trainee to be graded the same on both reports. |
| Begin to evaluate and reflect on own teaching. Identify that practice needs to develop to improve the impact on learners. | 1. Is able to reflect systematically on the effectiveness of lessons and approaches to teaching. | Take responsibility for professional development through evaluating their own performance and setting challenging targets in weekly reviews *in order to improve practice*. Work with mentors to monitor their own progress and the impact on pupil progress over time. | Show habitual self-evaluation with a clear focus on the progress of learners. Set challenging targets using weekly reviews to map and review pupil progress. Reflect systematically, and take account of feedback, from mentors and other professionals. |
| Where appropriate, in collaboration with school colleagues, contribute tentatively to curriculum planning and design | 1. Is able to contribute to the design and provision of an engaging curriculum within the relevant subject area(s). | Make a positive contribution to curriculum planning showing some examples of innovation. Make creative use of resources to plan lessons to take account of the needs of groups of pupils and individuals. | Consistently show initiative and examples of innovation, for example within a scheme of work. Produce high quality innovative resources, to ensure that all pupils make very good progress |

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| AUTUMN | | | SPRING | | | | SUMMER | | | |
| Overall Grade – (Career Stage) Best Fit | | | Overall Grade – (Career Stage) Best Fit | | | | Overall Grade – (Career Stage) Best Fit | | | |
| **Not on target** | Emerging | Competent | Emerging | Competent | Good | High Perform | Fail | Competent | Good | High Perform |

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|  | **Emerging** | **Competent (minimum requirements)** | **Good** | **High Performing** |
| 1. **Adapt teaching to respond to the strengths and needs of all.** | **Begin to recognise the needs of different learners. With support can differentiate some activities so that learners can make some progress.** | 1. Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively   The summer report grade should reflect the level of achievement at the end of the course. This should include evidence from observations, weekly reviews and from the periodic reviewing of the ‘Meeting the Techers’ Standards’ booklet. Outcomes are best-fit professional judgements.  A REPORT SHOULD NOT BE A SHOCK FOR THE TRAINEE | Develop effective targeted support and intervention that are matched to the needs of most individuals.  Teaching takes account of the different progress made by most learners during the lesson. As a result of differentiation learners make good progress. | Consistently teach lessons which differentiate effectively to accurately match individual needs. Teaching takes account of the different progress made by each learner during the lesson. As a result of differentiation all learners make excellent progress. Show understanding of the principles of differentiation which go beyond planning for varying abilities. |
| **Begin to recognise some potential barriers to learning and can suggest some strategies to overcome them.** | 1. Has a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these | Use a variety of strategies *to challenge and motivate learners* *where attainment is low*. Overcome barriers to learning for all learners, enabling them to make good progress. | Consistently use a variety of strategies to overcome barriers to learning for all learners. *Understand the cause of low achievement; challenge and motivate leaners where attainment is low; and use effective strategies to support underperforming groups.* |
| **Show a basic awareness of the physical, social and intellectual development of children, and with support, adapt teaching to support pupils’ education at different stages of development** | 1. Is able to demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils’ education at different stages of development | Adapt teaching to support pupils’ education at different stages of development, showing awareness of the physical, social and intellectual development of learners. Employ a variety of teaching approaches to engage and support learners in an inclusive classroom including those for which the Pupil Premium provides support. | Use creative approaches in response to the different physical, social and intellectual needs of learners. Employ a wide range of distinctive and age appropriate innovative approaches to support pupils with a range of educational needs. Ensure that all pupils make very good progress including those for which the Pupil Premium provides support. |
| **Show a basic awareness of the needs of pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to identify some teaching approaches to engage and support them.** | 1. Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them. | Can demonstrate different approaches towards inclusive teaching to ensure all learners (including Gifted and Talented) EAL, SEND and pupils eligible for the *pupil premium* (Including Free School Meals) are engaged and appropriately supported. | Consistently and effectively demonstrate and evaluate a variety of creative approaches to inclusive teaching to engage and support all learners (including Gifted and Talented) EAL, SEND and pupils eligible for the *pupil premium* (Including Free School Meals). |

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| AUTUMN | | | SPRING | | | | SUMMER | | | |
| Overall Grade – (Career Stage) Best Fit | | | Overall Grade – (Career Stage) Best Fit | | | | Overall Grade – (Career Stage) Best Fit | | | |
| Not on target | **Emerging** | Competent | Emerging | Competent | Good | High Perform | Fail | Competent | Good | High Perform |

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|  | **Emerging** | **Competent (minimum requirements)** | **Good** | **High Performing** |
| 1. **Make accurate and productive use of assessment** | With support, assess pupils’ attainment against national benchmarks | 1. **Knows and understands how to assess the relevant subject and curriculum areas, including statutory assessment requirements** | *Assesses pupils’ achievement* for the subjects, curriculum areas and age ranges taught.  Match teaching and learning activities to the intended learning outcomes for groups of pupils. Assess accurately against national benchmarks. | *Accurately assess achievement* and attainment for the subjects, curriculum areas and age phases taught. Confidently, accurately and independently assess pupils’ attainment *using new curricular, examinations and assessment arrangements*. |
| Planning and teaching makes use of a basic range of formative and summative assessment strategies that indicate a learner has made progress | 1. **Is able to make use of formative and summative assessment to secure pupils’ progress** | Use a range of appropriate formative, *continuous assessment and summative* strategies effectively.  Know how progression has been secured for groups of learners through a sequence of lessons, including how they know that learners have made progress over time. | Consistently and effectively use a wide range of formative*, continuous assessment and summative* strategies in day to day practice to monitor every learner’s progress. Assessment methods match well to the expected learning outcomes. Evaluate how well individual pupils have progressed over time so approaches can be changed if necessary. |
| Plan lesson/s or part lessons to show a basic understanding that school and pupil data needs to be used to set targets for groups and individuals. With support identify the next steps in learning. | 1. **Is able to use relevant data to monitor progress, set targets, and plan subsequent lessons** | Maintain accurate records to demonstrate pupils’ progress. Monitor and recording learners’ progress and how the outcomes are used in subsequent planning, with a clear focus on groups and individual learners. | Systematically use relevant data to set challenging and differentiated targets. Planning relates to the review and monitoring of data from previous learning to secure progress over time. |
| With support monitor learners’ progress and assess their achievement. | 1. **Is able to give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback** | Monitor and assess learners’ achievement in line with the school policy. Provide written and oral feedback based on the specific needs of learners or groups of learners that leads to further progress. Build time into lessons to encourage pupils to respond to feedback and as a consequence make good progress. | Systematically and regularly monitor learners’ progress, including school progress data, to evaluate progress and learning over time. In partnership with pupils provide detailed feedback and targets that are focused to ensure very good progress. Records of pupil progress and learning/attainment are accurate and up-to-date to inform future planning and target setting. |

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| Overall Grade – (Career Stage) Best Fit | | | Overall Grade – (Career Stage) Best Fit | | | | Overall Grade – (Career Stage) Best Fit | | | |
| Not on target | Emerging | **Competent** | Emerging | Competent | Good | High Perform | Fail | Competent | Good | High Perform |

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|  |  | **Meeting the Standards** | **Characteristics for trainees in this stage of their career** | |
|  | **Emerging** | **Competent (minimum requirements)** | **Good** | **High Performing** |
| 1. **Manage behaviour effectively to ensure a good and safe learning environment** | Understand the school’s behaviour policy and begin to apply rules and routines. Be aware of the responsibility for promoting good and courteous behaviour in the classroom and, to some extent around the school. | **a.    Has clear rules and routines for behaviour in classrooms, and takes responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy.** | Ensure pupils are properly prepared for each lesson, bringing the right equipment, and are ready and eager to learn. Take responsibility for learners’ behaviour both in the classroom and around the school. Able *to tackle bullying including cyber and prejudice-based (*and homophobic) bullying. | *Has the knowledge, understanding and skills* to adopt a proactive approach to managing behaviour both in and out of the classroom.   Apply the school’s behaviour policy confidently in all situations *to create an excellent climate for learning. Can effectively tackle bullying, including cyber and prejudice-based* (and homophobic) bullying. |
| Is beginning to manage classes appropriately with regard to expectations of behaviour. Is beginning to use praise, sanctions and rewards to minimise disruption. | **b.    Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.** | Develops classroom rules and routines that enable pupils to demonstrate consistently positive attitudes whatever the activity. Praise, sanctions and rewards are used consistently, routinely and fairly to ensure pupils are involved and highly motivated. | Create an environment which is unreservedly positive about behaviour and safety using strategies that promote high levels of engagement, collaboration and cooperation. Know pupils well and use rewards and sanctions in a personalised and positive manner. |
| With support can engage pupils and cope with the management of small groups. Some individuals are involved and motivated. | **c.     Is able to manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them.** | Make timely and appropriate interventions to maintain positive learning behaviour. Implement planned interventions so that lessons flow smoothly and without interruption. Encourage pupils to take pride in their work, their appearance and their school. Low level disruption in lessons are rare. | Plan and use a range of highly effective strategies to promote learning which are appropriate to pupils’ needs. Ensure attitudes to learning are consistently at an equally high standard across subjects (if applicable), years and classes. Incidences of low-level disruption in lessons are extremely rare. |
| Begin to develop positive relationships with pupils and exert authority. | **d.    Is able to maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.** | Promote a positive rapport with learners. Seek out additional support when required, particularly when dealing with challenging behaviour. | Form highly effective relationships that make a strong contribution to an exceptionally positive learning environment. |

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| AUTUMN | | | SPRING | | | | SUMMER | | | |
| Overall Grade – (Career Stage) Best Fit | | | Overall Grade – (Career Stage) Best Fit | | | | Overall Grade – (Career Stage) Best Fit | | | |
| Not on target | Emerging | **Competent** | Emerging | Competent | Good | High Perform | Fail | Competent | Good | High Perform |

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|  |  | **Meeting the Standards** | **Characteristics for trainees in this stage of their career** | |
|  | **Emerging** | **Competent (minimum requirements)** | **Good** | **High Performing** |
| 1. **Fulfil wider professional responsibilities** | Begin to understand the school ethos. With prompts can contribute to the wider life of the school | 1. **Is able to make a positive contribution to the wider life and ethos of the school** | Regularly contribute to the wider life and ethos of the school | Proactively contribute in a significant way to the wider life and ethos of the school |
| Begin to build professional relationships with colleagues; basic skills in working collaboratively; recognises the need to seek information/advice from specialist staff. | 1. **Is able to develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support** | Build effective relationships with colleagues and works well collaboratively. Shows independence in seeking advice from relevant staff and professionals in relation to learners’ specific needs. | Build strong professional relationships and effectively collaborate with colleagues on a regular basis; proactively seek advice from relevant professionals in relation to learners’ specific needs. |
| Begin to communicate with support staff and direct the supporting of learning. | 1. **Is able to deploy support staff effectively** | Plan to work effectively with learning support and other professionals in planning, teaching and monitoring. | Take responsibility for creatively deploying and managing support staff in lessons to support the full range of learners in their learning. Independently instigate appropriate intervention strategies from support staff. |
| **With support can identify basic developmental targets and suggest ways to address these.** | 1. Is able to take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues | Actively evaluate professional practice to identify challenging targets; actively seek and value feedback from colleagues, using the advice to develop professional practice. Lesson evaluations, weekly and periodic reviews show evidence of implementation of targets, review and critical reflection. | Critically and rigorously evaluate professional practice to identify challenging/focused targets; deliberately seeking out wide-ranging opportunities to develop professional learning; respond positively and proactively to advice/feedback from colleagues. Maintain files (including lesson evaluations, weekly and periodic reviews) as evidence of self-evaluation |
| **With support and guidance, can communicate with parents/carers about learners’ achievement and/or well-being.** | 1. Is able to communicate effectively with parents with regard to pupils’ achievements and well-being | Communicate effectively, both verbally and in writing, with parents and carers in relation to pupils’ achievements and well-being. Assume some responsibility for doing so in response to individual pupils’ emergent needs | Communicate very effectively both verbally and in writing, with parents and carers in relation to pupils’ achievements and well-being. This is when required to do so formally and also are proactive in communicating in relation to individual pupils’ emergent needs. |

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| AUTUMN | | | SPRING | | | | SUMMER | | | |
| Overall Grade – (Career Stage) Best Fit | | | Overall Grade – (Career Stage) Best Fit | | | | Overall Grade – (Career Stage) Best Fit | | | |
| Not on target | Emerging | **Competent** | Emerging | Competent | Good | High Perform | Fail | Competent | Good | High Perform |

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| **Meeting the Standards** | | |
| **Part 2** | **Pass** | **Fail** |
| A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.  Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:   * treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position * having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions * showing tolerance of and respect for the rights of others * not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs * ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law. * Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.   Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. | * **Have a commitment to the teaching profession, and are able to develop appropriate professional relationships with colleagues and pupils. Have regard to the need to safeguard pupils’ well-being, in accordance with statutory provisions. Understand that by law schools are required to teach a broad and balanced curriculum and are beginning to develop learners’ wider understanding of social and culture of different faiths, in line with the maintenance of fundamental British values.** * **Understand the challenges of teaching in modern British schools and the implications of the Prevent strategy.** * **Are willing to assume an appropriate degree of responsibility for the implementation of workplace policies in this training setting. Adhere to school policies and practices, including those for attendance and punctuality.** * **Have a broad understanding of their statutory professional responsibilities, including the requirement to promote equal opportunities and to provide reasonable adjustments for pupils with disabilities, as provided for in current equality legislation. Are aware of the professional duties of teachers as set out in the statutory *School Teachers’ Pay and Conditions* document.** * **Adhere to the school’s and provider’s VLE/internet safety policy including safe and responsible use of social media.** | * Fails to follow the course code of conduct * Unable to demonstrate a commitment to the teaching profession. Unable to develop appropriate professional relationships with colleagues and pupils or do so inconsistently. Have little or no regard to the need to safeguard pupils’ well-being, in accordance with statutory provisions. Do not understand or do not demonstrate that, by law, schools are required to teach a broad and balanced curriculum and they are have not begun to develop learners’ wider understanding of social and cultural diversity. * Unwilling or unable to assume an appropriate degree of responsibility for the implementation of workplace policies in the training setting. Do not fully and/or adequately adhere to school policies and practices, including those for attendance and punctuality. * Little or no understanding of the challenges of teaching in a modern British school or the implications of the Prevent strategy.   Part 2 of the standards ‘Personal and Professional Conduct’ are graded ‘**pass**’ or ‘**fail**’   * Do not have a broad enough understanding of their statutory professional responsibilities, including the requirement to promote equal opportunities and to provide reasonable adjustments for pupils with disabilities, as provided for in current equality legislation. Are unaware of the professional duties of teachers as set out in the statutory *School Teachers’ Pay and Conditions* document. * Unable to adhere to the school’s or provider’s VLE/internet safety policy including safe and responsible use of social media. |

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| Autumn | | Spring | | Summer | |
| **Pass** | Fail | Pass | Fail | Pass | Fail |

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| **Autumn (first report)** | |
| **Overall Comment** (Subject Mentor) – please make it explicit what the trainee needs to do to move their progress forward. This review must reflect the trainee’s attainment rather than effort or intention and should be an accurate record of the progress to date. | |
| Autumn:  **Quality assurance and moderation**  It is the role of the professional mentor within the school, the subject tutor across the subject and the course team to moderate and quality assure the tracking process. For this reason professional mentors and subject tutors must act as moderators and will return reports if judgements are not felt to be consistent or if the written commentary provides insufficient information for the trainee to make further progress. Course moderators and external examiners moderate outcomes as part of the course quality assurance process.  Trainee X settled into the faculty really well and has communicated effectively with all members of staff. He has always been keen to take advice and feedback and *knows how and when to draw on advice and specialist support (8d).* Trainee X is constantly reviewing and reflecting on hIS own practice and this has allowed Trainee X to develop hIS teaching as the placement has progressed. (4d, 8b,d) | |
| Summary of key targets for the spring term (no more than 3)   1. Increase the pace of your teaching by giving clear guidelines for the completion of activities; giving frequent time reminders; organising resources before the start of the lesson and ensuring pupils are working as soon as possible. (TS4) 2. Use the subject audit to identify target areas for improving subject knowledge when teaching A level. Work with colleagues to identify the common misconceptions in the targeted areas and plan lessons accordingly (TS3a&b) 3. Ensure that learners are sufficiently challenged and achieve the intended learning objectives (TS2a) Tick learning objectives off to chart progress through the lesson and annotate the seating plan to record details of those individuals who require additional intervention (TS2a). | |
| Subject mentor’s name: Mentor 1111 | Date: xxxxxxx |
| **Overall Comment** (Professional Mentor) | |
| Autumn:  Trainee X has made very impressive progress during her placement. I have been delighted to see hIS presence in the classroom develop and he has become a valued member of the xx team. He has also made a positive impact on the year 8 tutor group he has been working with. He has been able to teach PSHE lessons competently and has developed strong, positive relationships with tutees. Trainee X has made valuable contributions to professional mentoring sessions and has contributed significantly to the wider school community with her extra curricular work. | |
| Professional mentors name: Mentor 22222 | Date: xxxxxxxx |
| **Trainee’s response:** | |
| Autumn:  I have thoroughly enjoyed my first placement at School XXXXX. I feel that my teaching has progressed throughout the term, especially with the guidance and support from the Department. My mentor and professional mentor have offered invaluable support throughout which has been very beneficial in improving my subject knowledge and teaching strategies. I feel that I have grown in confidence and believe that this is evident in my teaching. I have used the feedback provided to complete an action plan and this is included in my portfolio.  I am really excited about starting school 2 and will continue to develop my understanding of the teaching profession focusing on pace, voice control and transitions in lessons so that I make effective use of lesson time (4a). Use of formative and summative assessment techniques over an extended period of time ( 2a, 6a, b and c) as well as developing my medium term planning skills so that I think about the ‘bigger picture’ and how I need to adapt lessons to make sure that all pupils make progress (TS2 and 6)  Trainees must see their reports in advance and complete their comments section before the report is emailed to the University. | |

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| **Spring (second report)** | |
| **Overall Comment** (Subject Mentor) – please make it explicit what the trainee needs to do to move their progress forward. This review must reflect the trainee’s attainment rather than effort or intention and should be an accurate record of the progress to date. | |
| Spring:  Trainee XX has proactively contributed in a significant way to the wider ethos of the school and from doing this he has built strong professional relationships with colleagues across the school (TS8). His subject knowledge at A level is an area for concern and he needs to continue to use the subject audit to make sure that he targets areas of weakness. In the summer term he would benefit from observing experienced colleagues to find ways to explain or model teaching approaches. This will allow him to identify the misconceptions pupils sometimes have which will inform his future planning (TS3a). At Key Stage 4 the pace of the lessons is sometimes hampered by not being explicit about the success criteria for tasks to be completed (TS4) and therefore pupils do not always make the progress expected  Targets should be ‘sharp’. The example in the spring term is NOT sharp. The example in the summer term is sharp as it includes strategies to support the trainee in being successful.  Please note that you would not normally have the same targets as it would be hoped that the trainees had made progress. | |
| Summary of key targets for the summer term (no more than 3)   * Increase the pace of your teaching (TS4) * Improve subject knowledge (TS3a&b) * Promote good progress and outcomes for pupils (TS2 | |
| Subject mentor’s name: Mentor YY | Date: |
| **Overall Comment** (Professional Mentor) | |
| Spring:  After an initially difficult start to the placement Trainee XX has continued to make progress. By reducing his timetable slightly he has been able to focus on low level disruption identified as an issue in his first placement. He has made considerable strides to create an environment which is positive and he is developing strategies to promote engagement, collaboration and cooperation. He now uses praise and sanctions to ensure that pupils are involved and more motivated. Trainee XX clearly has a commitment to the teaching professional and his role as form tutor with year 10 has provided him with the opportunity to focus on safeguarding and well-being. He has adhered to school policies during the placement and I can confirm that his attendance and punctuality have been excellent (TS Prt 2).  It is useful for PM comments to focus on Part 2 of the Teachers’ Standards. | |
| Professional mentor’s name: Mentor XX | Date: XXXXX |
| **Trainee’s response:** | |
| Spring:  I found the transition from placement 1 to 2 challenging due to the increased teaching requirement and my ability to manage my time. I have worked with my mentor and tutor to look at ways to work more smartly including planning over time using annotated schemes of work. I have enjoyed working with the bronze Duke of Edinburgh group and now appreciate the value of extra-curricular activities. I have had the opportunity to work with a form group but I do not feel that I have any ownership of the class and want to develop my pastoral skills in the summer term as pastoral care is an area that I am interested in. I agree with the targets set regarding increasing pace, targeting subject knowledge and making sure that pupils make good progress. I can see how these standards all work together and by addressing one I am actually addressing all. | |

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| **Summer (final report)** | |
| **Overall Comment** (Subject Mentor) – please make it explicit what the trainee needs to do to move their progress forward. This review must reflect the trainee’s attainment rather than effort or intention and should be an accurate record of the progress to date. | |
| Summer:  Trainee XX has been a highly professional trainee from the start of the placement. He is always punctual and his attendance rate is excellent. He has been a great role model to students and has created an excellent classroom environment conducive to effective learning. He has made excellent relationships with colleagues in the Faculty and beyond.  Trainee XX has embraced all aspects of school life and has led Duke of Edinburgh groups and attended the practice expedition weekend. He has also attended staff sports events. He has led citizenship sessions and has supported students in our vulnerable student centre. In all these activities he has shown great professionalism, care and empathy for others.  Trainee XX also led a session on using the Smartboard and planned this so all trainees were able to progress and link it to their subject areas. I was particularly grateful for this input from Trainee XX.  Trainee XX has listened to advice about Teaching and Learning from his mentor and others and has acted on this and, as a result, has made the progress to become an outstanding teacher. We are sure that Trainee XX will thrive in his job and we hope he will keep in touch.  Make sure that the words match the grading. Arguably a trainee who has a ‘competent’ against a standard is not currently ‘making progress to be a high | |
| Summary of key targets for the NQT phase (no more than 3):   1. Use medium term planning to make sure that pupils make progress over time. Carefully produce plans with key assessment points so that you can *account for the pupils’ progress*. Use interim assessment points to record this progress (2a, 6b) 2. Develop a range of strategies to guide pupils to *reflect on the progress they have made* and things that they need to do improve. This will include using reflection and improvement time in lessons so that pupils can act on feedback (2c) | |
| Subject mentor’s name: Mentor YY | Date: XXXXX |
| **Overall Comment** (Professional Mentor) | |
| Summer:  As outlined in the formative feedback above, Trainee XX has continued to make great strides towards becoming a competent, effective and engaging teacher. He has shown great personality during this process and I am sure he will continue to grow and develop his style as he moves onto his new teaching challenges during the next academic year. | |
| Professional mentor’s name: Mentor XXX | Date: XXXX |
| **Trainees’ response:** | |
| Summer:  I feel that I have made significant progress this term. I have targeted my subject knowledge development by sitting in on A level classes I have been able to develop my own knowledge and to identify the misconceptions that pupils might have which has informed my planning. I have a job that will include some A level teaching so I look forward to continuing to develop my subject knowledge. Particular highlights of the summer term have included risk taking in lessons. A good example of this was the ‘rock cycle play’, ‘market place mammoths’ and the spaced learning lesson for year 10 triple sciences group. By taking these risks I was able to engage learners more and to target pupils. In the year 10 triple sciences group pupils remained behind after the lesson on ‘market place mammoths’ and were able to recall the key learning the following lesson. I am excited about my NQT year. | |