

## Weekly Progress Meeting

**The weekly progress meeting** is a professional discussion between the mentor and trainee focusing on the three MTEP curriculum themes. Trainees need to be encouraged to reflect on key questions and prompts prior their meeting. Trainees will then need to share these thoughts linked to evidence with mentors at their weekly progress meetings. Trainees and mentors should consider both the trainees learning and that of the children their class/classes. Target setting will be an essential part of this process. The targets set will reflect next steps for individual trainees.

**Trainees:** based on the outcomes of your progress discussions, please set new targets for next week. Or if needed continue to work on your current targets. Please use the target section in Mosaic.

**Mentors:** based on the outcomes of your progress discussions, please agree the trainee’s new targets for next week. Or if needed, please confirm that the current targets have not yet been met. Please use the target section in Mosaic.

**Please identify any areas of concern which need addressing.**

Effective targets are **evaluative** rather than descriptive and focus on the impact of trainees’ teaching on the progress and learning of all pupils.

**Please use the ‘MTEP Progress Prompts’ to support reflections and discussions.**

<p><b>The professional role of the developing teacher</b> TS1, TS4, TS5, TS7, TS8, Part 2</p>
<p><b>Development of teaching and learning</b> TS1, TS2, TS4, TS5, TS6, TS7, TS8, Part 2</p>
<p><b>Curriculum and specialisms</b> TS3, TS4, TS5</p>