

[Click here to see an example of this template as a record.](#)

# NQT/PGCE Meetings

Set targets and reflect on practice.

Focus Areas

Action points  
1-6

A short form to use during meetings with NQT's or PGCE students to set next steps and reflect on practice.

Action Point 1	Outcome: TS6
<b>Assessment</b>	
<b>Comments:</b> Good use of assessment throughout books. Formal and DIRT tasks. Feedback is in line with school marking policy Nice use of praise	
▼ 0 0 0	Add +
Action Point 2	Outcome: TS5
<b>Differentiation</b>	
<b>Comments:</b> Differentiation needed for the lower ability in the group. Scaffolding to be included on work sheets to help students Recap prior learning Look into differentiation CPD Observe some peer lessons to see how they implement this We can work together to create some resources which may help your groups.	
▼ 0 0 0	Add +

Outcome set  
"Teacher Standards"

Outcomes:

TS1 – TS8

This form has an outcome of the Teacher Standards allowing you to select which standard each action relates to. This allows for constructive development.

Focus Areas




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Reflections can be added to records in view mode. This allows teachers to reflect on their meetings and encourages them to participate actively in their professional development

Action Point 3 Outcome: TS3

**Subject Knowledge**

**Comments:**  
Subject knowledge is excellent and planning is evident.  
More focus needs to be given to ensuring that lower ability students can access what is being taught




▼  0  0  0 Add +

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Action Point 4 Outcome: TS4

**Planning**

**Comments:**  
Mainly teacher led. Activities kept students in their seats. Think about using a variety of activities and have students out of their seats and actively learning.  
Planning was good but more activities need to be thought about to engage students and ensure the lesson is not mainly teacher led

▼  0  0  0 Add +

Outcome set  
"Teacher Standards"

Outcomes:

TS1 – TS8

Follow up actions can be added to the record. This could be to report back to HoDs or line managers.  
Actions could also be made by senior leaders to check in on this staff member and observe any new practices/ identified areas for development.


Focus Areas  
Action points  
1-6

Action Point 5	Outcome: TS7
<b>Behaviour Management</b>	
<b>Comments:</b> Behaviour policy is followed infrequently. You need to be stricter with the class and ensure that students are silent before giving instructions.	
▼ 0 0 0 <b>Add +</b>	
Action Point 6	Outcome: TS1
<b>High Expectations</b>	
<b>Comments:</b> Ensure students are given every opportunity to meet their target by the end of the year.	
▼ 0 0 0 <b>Add +</b>	

Outcome set  
"Teacher Standards"  
  
Outcomes:  
  
TS1 – TS8

This form only includes 6 Action Points. You could include more or less based on your school preference.

Any comments made within a focus area will pull through into the details section of the reports.



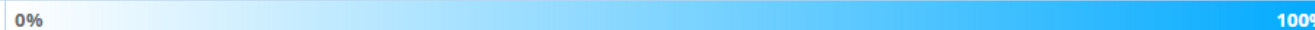
What would this  
look like in  
reports?

Focus Areas

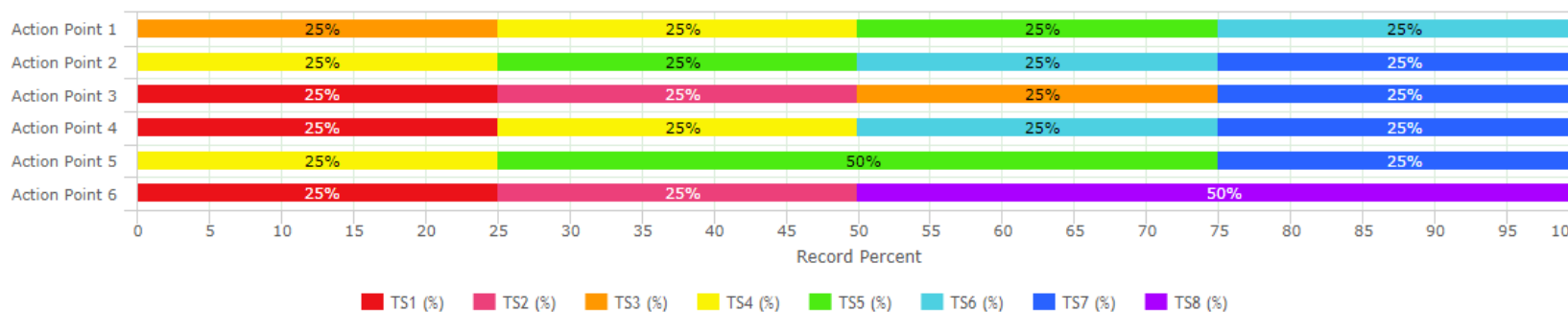
Action points  
1-6

T Standards ?

Focus Area Name	TS1 (%)	TS2 (%)	TS3 (%)	TS4 (%)	TS5 (%)	TS6 (%)	TS7 (%)	TS8 (%)	Record Count
Action Point 1	0.0	0.0	25.0	25.0	25.0	25.0	0.0	0.0	4
Action Point 2	0.0	0.0	0.0	25.0	25.0	25.0	25.0	0.0	4
Action Point 3	25.0	25.0	25.0	0.0	0.0	0.0	25.0	0.0	4
Action Point 4	25.0	0.0	0.0	25.0	0.0	25.0	25.0	0.0	4
Action Point 5	0.0	0.0	0.0	25.0	50.0	0.0	25.0	0.0	4
Action Point 6	25.0	25.0	0.0	0.0	0.0	0.0	0.0	50.0	4
<b>Total</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>2</b>	



T Standards



Outcome set  
"Teacher  
Standards"

Outcomes:  
  
TS1 – TS8

This simple view allows for easy at a glance analysis of which Teacher Standards are being flagged the most and using the focus area report, line managers can easily implement relevant CPD.

As all of the focus areas are linked to the same outcome set, they are displayed neatly within the same chart in reports.