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example of this template
as a record.

NQT Weekly Tracking

A quick form to track development and keep weekly meeting records centralised.

Taken from Middleton Technology School

Middleton
Technology
School

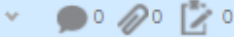


NQT and Mentor Weekly Tracking Meeting

Focus

Comments:

Discussing priorities for the half term ahead:
- Continue developing the use of different types of modelling - choosing one: plan, implement, reflect.
This week - reflecting on modelling with 702: how to move modelling on through a lesson.

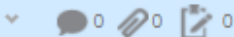


Add +

How strong were their lesson starts?

Outcome: Further Develop

Further Development

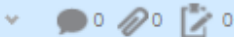


Add +

Strengths

Comments:

Modelling with 702:
- DB modelled an analysis task (Live example) with student input - written on the board.
- DB encouraged the 'upgrading' of phrases/interpretations used as students were giving feedback: "What could we use instead of...?", "Why ELSE do you think...?" Verbally - no student writing. CM typed up model and saved for future.
- Students then purple pennaed a previous response using the class model as a basis. Students then attempted a fresh analysis against a fresh quotation using their own identified areas for development.
- Visible improvement of student response overtime as a result of modelling practice - 'Breadwinner' to 'Island Man' (poetry): students now using more academic phrasing and subject terminology ('One might say the poet uses the metaphor.... to suggest...'), rather than basic phrasing ('I think this because of the quotation... This shows me that...').



Add +

Focus Areas

Focus

How strong were their lesson starts?

Strengths

Outcome set
"NQT Lesson Starts"

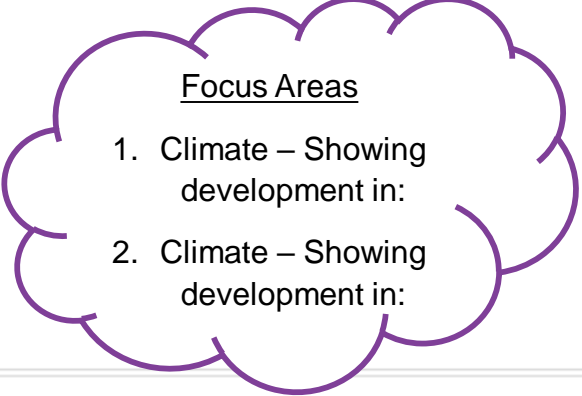
Outcomes:

Excellent
Good
Further Development
Support to Improve
Needs Support
Not Seen in Lesson
N/A

Comments have been disabled for this focus area. It is linked to an outcome set which will inform the results in reports.

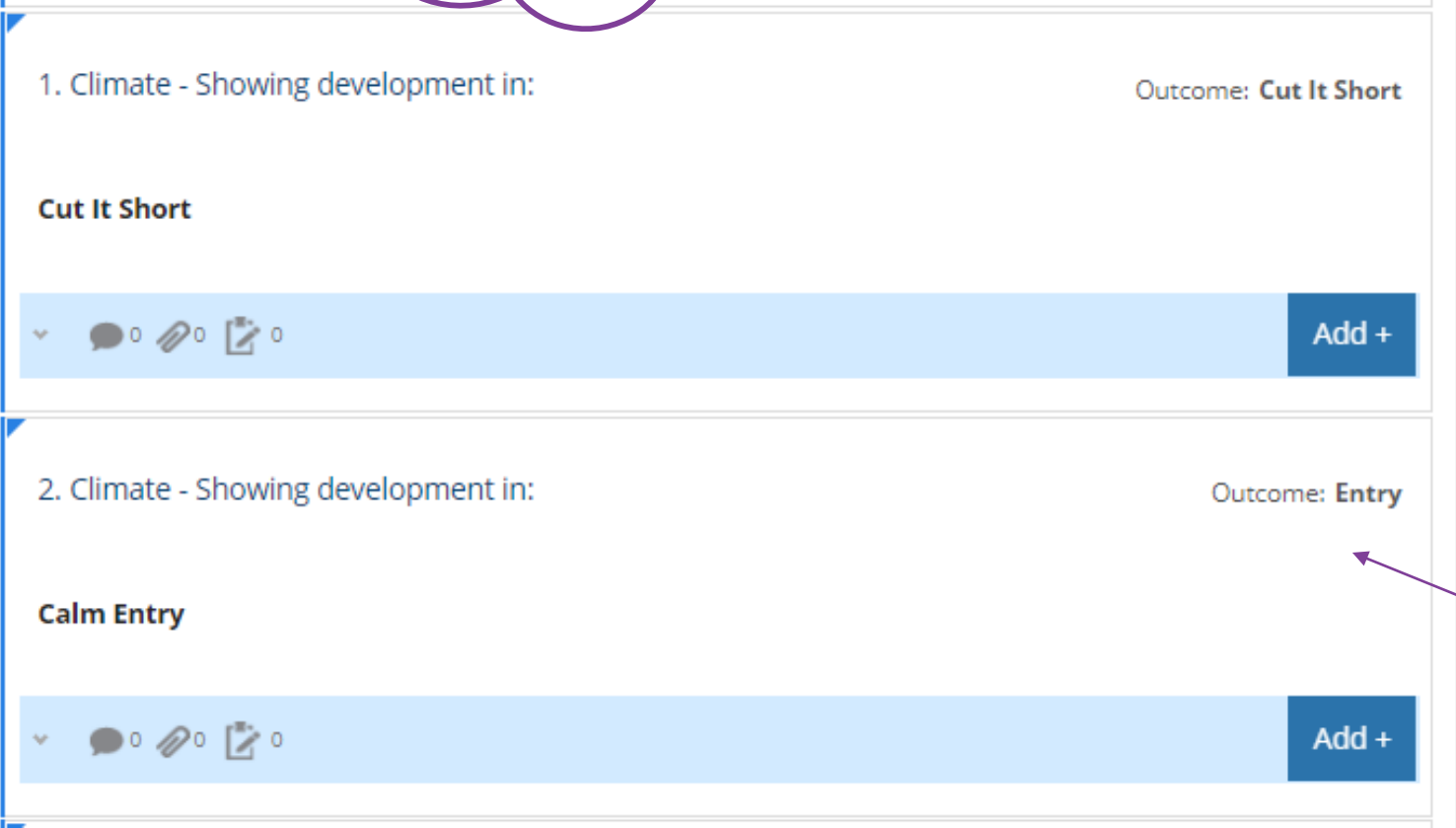
This focus area could have the comments on if you wanted to make notes – I have kept them off as a way to reduce work load.

Any comments entered will pull through into the details report.



These focus areas have comments disabled and outcome sets linked to them. The results from these outcomes informs the data within reports.

Comments can be toggled on or off – to keep this record short and time saving, I have switched them off.

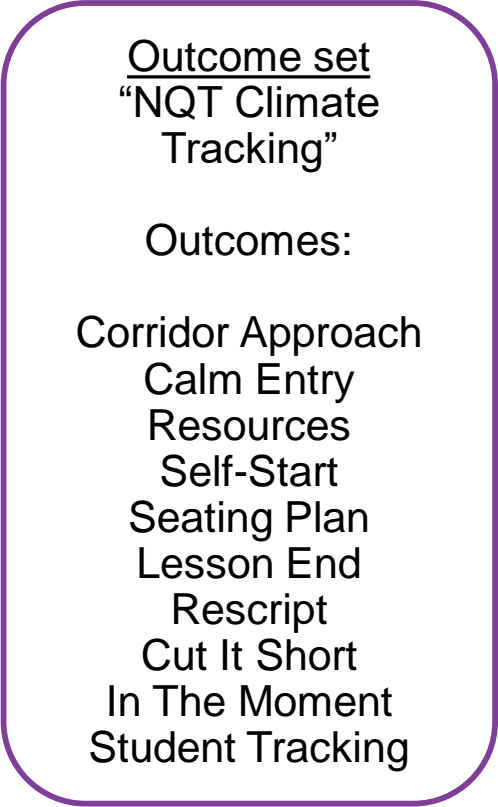


1. Climate - Showing development in: Outcome: **Cut It Short**

Cut It Short

2. Climate - Showing development in: Outcome: **Entry**

Calm Entry



The outcome set for these focuses identify key areas of climate and helps to easily identify needs for development.

Focus Areas

1. Planning – Showing development in:
2. Planning – Showing development in:




These focus areas have comments disabled and outcome sets linked to them. The results from these outcomes informs the data within reports.

Comments can be toggled on or off – to keep this record short and time saving, I have switched them off.

1. Planning - Showing development in: Outcome: **Modelling**

Modelling




I Do, We Do and You : Tailor the Lesson to Match Exemplar/Data • Anticipate student errors - make sure that the model starts addressing the errors you expect before they happen, and the We Do gives students a chance to practice their way through those pitfalls with guidance before navigating them on their own in independent practice - (You Do).

▼  0  0  0 Add +

2. Planning - Showing development in: Outcome: **Stickability**

Stickability

Planning shows well thought out stickability moments. What do you want your students to have learnt by the end of the lesson/topic? Teacher has clearly spent time reflecting on key sticking points and this is reflected in the pupils work.

▼  0  0  0 Add +

Outcome set
“NQT
Planning
Tracking”

Outcomes:

- End Point
- Lesson Objectives
- Stickability
- Planning
- Questions
- Modelling
- Scripting
- Lesson Time

Criteria has been used with the outcome set – this provides further information to the observer when deciding what outcome to choose. Outcome criteria are created for each individual focus area so as to be able to provide tailored descriptions depending on the key focus point.













Focus Areas

Smart Target 1 – 3

General Comments


The focus areas allow for developmental targets to be entered. As this is a weekly meeting you may not need to use all 3 in certain weeks.

The Observe system is happy for you to leave these blank if necessary.

<p>Smart Target 1</p> <p>Comments:</p> <p>Next Step - comparing different levels of models and why they are different in terms of quality and where marks are awarded. Have students compare their own work to targeted level models and improve themselves using their own evaluation.</p> <p>▼  0  0  0 Add +</p>
<p>Smart Target 2</p> <p>Comments:</p> <p>Model how to mark a response - encourage and develop student 'self-assessment' moving to 'self-evaluation'. Make it a routine.</p> <p>▼  0  0  0 Add +</p>
<p>Smart Target 3</p> <p>Comments:</p> <p>Create a bank of quotations and exam skills revision cards for 'Macbeth' and 'Blood Brothers'</p> <p>▼  0  0  0 Add +</p>
<p>General Comments</p> <p>Comments:</p> <p>Next week - moderation training with DC, marking and moderating Year 10/11 mock exams. DB to begin training students on how to mark and evaluate their own responses - focusing on modelling expectations.</p> <p>▼  0  0  0 Add +</p>

Staff can add reflections, resources and actions to records in view mode.

This allows them to set reminders, next steps and upload any resources or evidence of development.



What would this
look like in
reports?

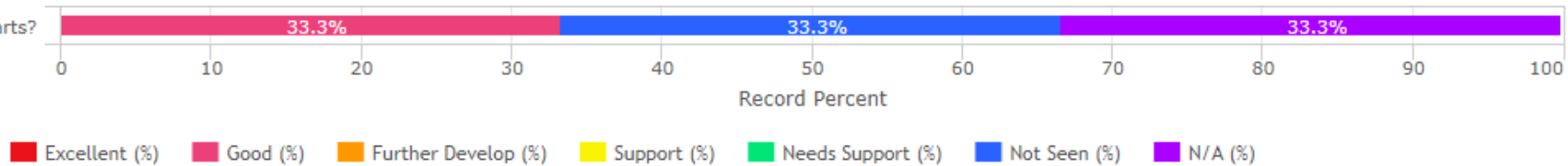
Focus Areas
How strong were their lesson starts?

NQT Lesson Starts ?

Focus Area Name	Excellent (%)	Good (%)	Further Develop (%)	Support (%)	Needs Support (%)	Not Seen (%)	N/A (%)	Record Count
How strong were their lesson starts?	0.0	33.3	0.0	0.0	0.0	33.3	33.3	3
Total	0	1	0	0	0	1	1	
	0%							100%

NQT Lesson Starts

How strong were their lesson starts?



Outcome set
"NQT Lesson Starts"

Outcomes:

Excellent
Good
Further Development
Support to Improve
Needs Support
Not Seen in Lesson
N/A

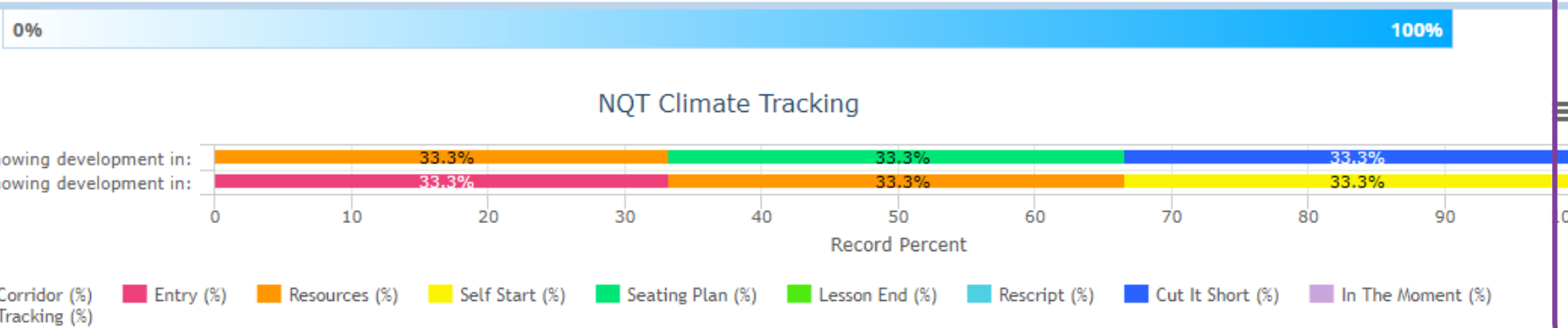
A short form staff can complete. It allows schools to easily share best practice while also providing free in house CPD training and support.

Focus Areas

1. Climate – Showing development in:
2. Climate – Showing development in:

NQT Climate Tracking ?

Focus Area Name	Corridor (%)	Entry (%)	Resources (%)	Self Start (%)	Seating Plan (%)	Lesson End (%)	Rescript (%)	Cut It Short (%)	In The Moment (%)	Tracking (%)	Record Count
1. Climate - Showing development in:	0.0	0.0	33.3	0.0	33.3	0.0	0.0	33.3	0.0	0.0	3
2. Climate - Showing development in:	0.0	33.3	33.3	33.3	0.0	0.0	0.0	0.0	0.0	0.0	3
Total	0	1	2	1	1	0	0	1	0	0	



Outcome set
"NQT Climate Tracking"

Outcomes:

- Corridor
- Approach
- Calm Entry
- Resources
- Self-Start
- Seating Plan
- Lesson End
- Rescript
- Cut It Short
- In The Moment
- Student Tracking

Results are neatly displayed in separate tables. This at a glance data allows for CPD opportunities to be implemented which are relevant to specific areas for development.

Focus Areas

1. Planning – Showing development in:
2. Planning – Showing development in:

Outcome set
“NQT Planning Tracking”

Outcomes:

- End Point
- Lesson Objectives
- Stickability
- Planning Questions
- Modelling
- Scripting
- Lesson Time

NQT Planning Tracking ?

Focus Area Name	End Point (%)	Objectives (%)	Stickability (%)	Planning Qs (%)	Modelling (%)	Scripting (%)	Lesson Time (%)	Record Count
1. Planning - Showing development in:	33.3	0.0	33.3	0.0	33.3	0.0	0.0	3
2. Planning - Showing development in:	0.0	0.0	0.0	33.3	33.3	0.0	33.3	3
Total	1	0	1	1	2	0	1	

0% 100%

Simple, at a glance data to allow you to easily track progress of NQT students and their key areas for development.

