

NQT induction log

Date	Development activity
7/7/17	INSET day-curriculum
18/7/17	Meet the teacher afternoon with new class.
10/8/17	Met with year group partner-planning.
31/8/17	Met maths lead to discuss hot and cold tasks. Met LSA to discuss routines and planning.
6/9/17	PPA with year group partners-planning and admin.
7/9/17	Sent science overview to science lead for feedback.
8/9/17	Asked English lead for feedback on marking strategies I have been using.
8/9/17	Meeting with mentor – initial discussion and PDP target setting.
13/9/17	Observed PE lead teaching my class PE and discussed with him.
13/9/17	Pre-visit to allotment ready for trip next week.
13/9/17	PPA with year group-topic planning. Discussed revisions to topic plan with assistant head.
15/9/17	Meeting with mentor-pre-observation discussion and foci.
20/9/17	Meeting with assistant head-target setting.
20/9/17	PPA with year group-English and topic planning. Revised timetable.
20/9/17	Observed by mentor and head teacher. Complete self-evaluation.
20/9/17	Observation feedback from Mentor and discussion of next steps and foci.
20/9/17	Staff meeting- SEN-IPs.
20/9/17	Spoke to other year 2 teacher about observing her-looking for AfL strategies (based on targets from observation).
21/9/17	Class trip to the allotment.
22/9/17	Meeting with mentor – review TSEF.
25/9/17	Parents evening.
26/9/17	Parents evening.
27/9/17	Observed other year 2 teacher-use of assessment strategies.
27/9/17	Met with SENCos to discuss IP targets for children in my class-discussed concerns and strategies for non-SEN children. PPA with year group-English planning.
28/9/17	INSET day-maths.
29/9/17	INSET day-SEN and curriculum. Directed LSAs to complete tasks in my classroom.
2/10/17	Met with a parent who had missed their parents evening appointment.
2/10/17	Spoke to year 1 LSA about my LSA observing her lead a phonics group.
3/10/17	New to year 2 assessment course. Left instructions and talked through morning with LSA who was covering.
4/10/17	PPA with year group-topic planning and resources.
4/10/17	Staff meeting-DT food hygiene.
4/10/17	Spoke to ELSA about a child in my class who will be starting session with her. Spoke to the child's carer after school.
5/10/17	Met with a parent who missed parents evening.
5/10/17	Spoke to SENCo for advice on meeting I had booked with a parent the following day.
6/10/17	LLP visit.
6/10/17	Met with a parent who couldn't attend parents evening appointment.
6/10/17	Spoke to a parent about her son's behaviour that day.
10/10/17	Discussed Boxall screenings with LSA, spoke to behaviour manager about concerns I had.
11/10/17	Started home-school book with A.C, discussed with after school club and mum at the end of the day.
11/10/17	PPA with year group-topic front covers.
11/10/17	Staff meeting-computing in literacy.
12/10/17	Met with RR (Mentor) and LW-feedback from LLP visit and discussion about maths cold tasks.

13/10/17	Meeting with mentor-teacher's standards evidence and focus for development.
13/10/17	Asked English lead and SENCo for advice about a child's writing and strategies I could use.
16/10/17	Meeting with maths lead and other teachers-creating a school calculation policy.
17/10/17	Writing book scrutiny.
18/10/17	Asked to observe LW (other year 2 teacher) teaching English input.
18/10/17	PPA with year group-science data.
18/10/17	Staff meeting-maths.
19/10/17	AT (from other year 2 class) trialling in my class.
19/10/17	Open afternoon for new to year R parents.
20/10/17	Maths book scrutiny.
20/10/17	Half termly professional review with mentor.
31/10/17	Met with SENCo to complete EP referral.
1/11/17	PPA with year group-Half term overview, English and topic planning.
1/11/17	Taught phonics during PPA for MG to observe.
1/11/17	Staff meeting-English overviews.
3/11/17	Meeting with mentor – PDP update from review of last half term.
6/11/17	Spoke to mentor about maths hot/cold tasks and planning.
7/11/17	Spoke to year 1 teacher about strategies she had used for AT last year.
7/11/17	Met 6 th form student starting in my class. Spoke to other teachers who have had these students in the past, then discussed with LSA and MG.
8/11/17	PPA with year group- English planning.
8/11/17	Staff meeting-target children.
8/11/17	Asked SENCo for advice on targets for children in my class with SEMH needs based on Boxall screening.
9/11/17	Arranged with year 5 teacher for my class to share their instructions for making a poppy with her class prior to them making their own.
9/11/17	Task design in English course.
10/11/17	My class shared their instructions with a year 5 class.
14/11/17	Met with SENCo to discuss targets for SEMH children in my class.
15/11/17	PPA with year group-Topic plan and assessment. English plan.
15/11/17	Staff meeting-English.
17/11/17	Meeting with mentor- pre-observation discussion and foci.
20/11/17	New child started in my class
21/11/17	Led class trip to nativity experience at church.
21/11/17	Discussed time for PGCE student to observe me teaching maths. Discussed strategies for KS1 teaching with her.
22/11/17	PPA with year group.
22/11/17	Staff meeting-cluster moderation.
23/11/17	Observed by mentor and head teacher. Complete self-evaluation.
23/11/17	Observation feedback from Mentor and discussion of next steps and foci.
24/11/17	Meeting with mentor PDP & TSEF review.
29/11/17	PPA with year group.
29/11/17	Staff meeting-SEN.
30/11/17	SCITT students observed my science lesson.
30/11/17	Half termly professional review with Mentor and final report discussion.
Signed: NQT..... Induction Tutor.....	