



PROMPTS FOR CONDUCTING PROGRESS REVIEWS

This sheet could be used to help structure a progress review meeting. It can help participants to:

- discuss in depth aspects of the NQT's practice
 - focus on making judgements about the NQT's progress
 - identify clearly any 'next steps' and update the induction plan.
1. Check that the purpose of the meeting is understood by all those present.
 2. Check that the means of formalising and summarising the outcomes/action points from the meeting have been agreed and are established.
 3. Refer to which aspects of practice are being evaluated (and if necessary negotiate an order).
 4. Identify, and have available, the documentation to be referred to during the meeting.
 5. Invite the NQT to provide his/her evaluation of the first aspect of practice being evaluated, referring to the relevant documentation/information/evidence.
 6. Discuss this aspect more fully and come to an agreement about the extent to which progress has been made and about any future objectives, if necessary.
 7. Formally record these judgements.
 8. Repeat 6 and 7 for other aspects being evaluated.
 9. By the end of the meeting, be clear about what actions are expected of individuals and by when (including any specific support and/or professional development activities).
 10. Check if the NQT has any other issues, concerns or questions about their induction.