

Lecturer's 1-1

Name: A N Other

Item	Comments	Actions	Date met	Date completed
Green folder (learner file) quality update (Green folder front sheet from APs)	Advanced practitioners (Aps) to support by monitoring the green files during one AP session each week	Initial assessment green folder front sheet sent by GL(tutor) to be used January review of Green folders by AP Orchard awarding review w/c 28 th November		
Deadline calendar	Review of deadline calendar and upcoming dates Tutorials Activity breakdowns Lesson plans SOW Portfolios Home curriculum-not yet launched Work curriculum Accreditation	SOW being used Some tutorial themes too complex for red room learners Activity breakdowns are being used where appropriate and formative assessment sheets where not suitable Lesson plans are up to date and relevant to PD SOW are excellent Portfolios are being collated good progress on OA Work embedded into the curriculum-a resource development day in July (inset suggested) Orchard Awarding being looked at w/c 28 th November		
Progression destinations review. (review sheet) Reviews	As per review sheet Make sure staff have calendar of reviews for their learner-liaise with Lovena Learner reviews accessible to students (check)	Change 2 in line with discussions with parents following reviews All reviews completed apart from two third year learners in April/May		
Data on data bridge	Update on screen if not completed Objectives met early	On databridge		

	Any learners below target			
Curriculum lead update	<p>Check on progress and contacts of separate projects</p> <p>Resources Student council; Accreditation; E&D; Partnerships; Links; Team Teach; Work placements; Destinations</p>	N/a leading on Christmas extravaganza		
Team support	<p>As per HR paperwork monitor grade 3 or below for teaching staff</p> <p>Sickness</p> <p>Lateness</p> <p>Performance reviews (dates set for year)</p> <p>Support meetings schedule</p> <p>Induction and probation</p> <p>Observations</p> <p>Peer observations</p>	<p>Continuity of staff discussed- one member of staff sickness (known to HR-valid reasons)</p> <p>Missing lunches-additional LTA appointed</p> <p>Peer observations to commence from January</p>		
Partnerships and Links (active and proposed)	<p>Names and contacts</p> <p>Check review sheet (as above) on actions made</p> <p>Evidence of E&D including CRB checks</p>	<p>Employment contacts sent to Ellie</p> <p>New school contact in October 2011</p>		
Active concerns	Staff concerns relating to safeguarding/e&d and staff team	N/A		
Safeguarding	Complete incident and actions and inform staff	Full names to be reported on accident and incident forms		

Equality and diversity	How is the lecturer embedding E&D in all aspects of work-including respect of the staff team	See attached E&D form, RA taken into account Joint working between one member of staff and a learner because rapport with cultural background from previous residence (ML)		
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