

## Mentor Handout 1.4

### Action plan example:

Issue	What I am going to do	When will this happen by?	Outcome and next steps
Pupils are not always following instructions	Ms Redfield to observe 7x1  Particular focus to be clarity of instructions	6/10	<ul style="list-style-type: none"> <li>• Instructions are too wordy and detailed</li> <li>• Focus on using fewer words and being really specific about what pupils need to do</li> <li>• Go back through self-directed study materials and have a look at the work on clarity of instructions</li> <li>• Set up observation with mentor to check progress on clarity of instructions.</li> </ul>
Problems with Harry, Raina and Melissa being disruptive	Identify a positive thing I can contact home about:  Harry: Improved his Literacy, in particular his use of full sentences.  Raina: Wrote a brilliant story for homework.  Melissa: Has recently learned how to use quotations when answering questions on a text.	Next week 25/09	<ul style="list-style-type: none"> <li>• Positive reactions from parents/carers and pupils</li> <li>• Rebuilding relationships</li> <li>• I am going to find something specific to praise them for individually in the next lesson</li> <li>• Still struggling with Harry – I will have a chat with him at an appropriate time and check in on him.</li> </ul>

Your action plan:

Issue	What I am going to do	When will this happen by?	Outcome and next steps