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| Planning | Teaching | Reflecting |
| Will you meet to plan lesson/s?  Meet informally? Hold a formal meeting?  Will you record your plans?  If so how?  What kind of collaboration?   * Sharing methodologies only * Co-creating activities * Focus on SEN pupils? * Planning to Team Teach the lesson?     Consider the approach to Team Teaching you are planning and if you will:   * discuss your different teaching styles * agree a timeframe for your collaboration * change seating plans in the class * identify specific goals (individuals or group) | Which class group will you Team Teach?  How often? and for How long?  What role will each teacher have   * Sharing the instruction * Correcting class-work * Correcting Home work * Recording student achievement   All of the above?  Other…. | Will you meet to review the lesson? If so, how?  Informally? Or hold a meeting in school time?  Meet outside of school time? (e.g. online)  Will you record the reflection?  If, so how? And for what purpose?   * Basis for more planning? (What Worked Well? … Even better if…) * Share tasks (e.g. update IEPs, input student grades etc.) * Preparation for other events (Staff CPD, Parent Teacher meeting etc.) |
| Further issues to consider … | | |