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| Grad2Teach – NCFE Level 4 Teaching FundamentalsIndependent Learning Journal W1: Settling In |

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| Trainee Name: |  | Week Number: | 1 |
| Date: |  | Focus Topic: | ***My first week – settling in*** |

## Top Tips for Using This Journal

* Write in clear, short sentences.
* Keep paragraphing focused and remember your topic sentences (a sentence that expresses the main idea of the paragraph in which it occurs).
* Avoid jargon unless you explain it.
* Keep it confidential – no full student names.
* In academic writing, **reflection** is the process of deeply analysing past experiences, events, or ideas to understand what happened, why, and how it has impacted your learning and future actions. It involves moving beyond simple description to critically evaluate strengths, weaknesses, and implications, often using academic models or theories to provide structure and depth to your insights. This is a really important skill for teachers.
* Declare any use of ChatGPT/AI if you have used it to help you complete the task\* (\*You will need to complete the AI Use Declaration Form and upload it if you have)
* Remember to keep within the word count. This document should be **500-750 words**.

**Brief:**

* **From your induction week and any training you were given, what have you learned about the daily responsibilities required by working with children in an educational setting. Please refer to a minimum of three examples (these may be conversations with three different types of colleagues or three different important responsibilities you have learnt about from training (AO1/1.1).**
* **Be sure to include references to the placement school’s ethos and values (AO1/3.1)**

## 1. Context and Summary

Briefly describe what defined your first week at school.
*Example: There were 4 key things which defined my first week at school. They were:*

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## 2. What Happened?

Describe the situation, activity, or event in detail. Include:

* What you were learning about/learning to do/trying to achieve.
* Who you met/who was involved.
* What surprised you/positives and negatives/your feelings and how they’ve changed or developed
* What the outcome was/the impact on you\*

\*use these prompts to help you gather your thoughts together and structure your reflections clearly.

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## 3. My Next Steps / Action Plan

List 2–3 specific, measurable actions you will take next week.
Example:

* Prepare differentiated starter activities for mixed-ability groups
* Observe a colleague’s lesson focusing on formative assessment.

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**Thank you for completing your first Independent Learning Journal!**

**Next week, we’ll ask you to use Gibbs’ Reflective Cycle to help you to develop your reflective writing. There will be short tutorial in Week 2 to help you with this.**