

## **Explain the need for keeping records and describe the types of records you would maintain**

Keeping records is a very important reflexive tool for both teachers and learners in the educational setting. Accurate records taken throughout a course enables both teacher and students to continually reassess the effectiveness of the teaching/learning relationship by giving an ongoing measure against which to view learning objectives. Records indicate whether pupils have learnt what has been taught and are making sufficient progress with the course; who needs more help or is ready for more extensive work by assessing better or worse progress than expected; and whether teachers need to refine any aspects of their teaching by assessing successes or shortcomings where teaching needs to be strengthened.

Attendance data taken on the holistic health and wellbeing course gives an idea of where students may fall behind with learning outcomes through non attendance. Identifying non attendance could indicate a problem external to the teaching setting which may benefit from referral to other professionals or could point to students' dissatisfaction with the teaching style which could be addressed by reassessing the teaching methods used in order to promote more inclusive practice.

Assessment on the course forms an ongoing weekly record of how pupils are grasping lesson plan objectives and provides valuable feedback for both students and myself as their teacher. Monitoring student achievements, skills, abilities and progress through ongoing assessment tracks their progress with feedback given to confirm that learning objectives have been met. Assessment also enables identification of any special needs that require more attention through setting targets for improvement in order to progress more effectively with the course. Recording special needs allows for assessment of the effectiveness of interventions implemented and gives students a measure of appropriate progress towards successfully achieving their learning objectives.

Annotation of scheme of work and lesson plans allows for retrospective reflective practice concerning what happened during sessions and how I feel the session progressed. Critically recording my experiences in this way enables me to evaluate and continuously monitor where adjustments may be beneficial to subsequent teaching quality and performance. This form of record also aids any teacher to take over a session if I should be unable to attend. Making note of successful resource use, topics covered which need further attention and the potential level of understanding within the group of students serve as valuable information for the potential supply teacher.