



Shawlands Primary School

Initial Teacher Training Policy REVIEWED EVERY 3 YEARS

Last reviewed: September 2023

Approved by the Governing Body on:

INITIAL TEACHER TRAINING POLICY

OVERVIEW

- We believe that trainee teachers should have the opportunity to experience a positive teaching and learning environment.
- We recognise the benefits of working with trainee teachers from a variety of educational establishments and believe that these benefits are reciprocal, leading to the general enrichment of the teaching profession.
- The school values its partnership with the Universities and other settings including the TSAs based in Barnsley and across Yorkshire.

AIMS

Children:

- To offer the children the stimulation of fresh ideas and approaches through different teaching styles and learning situations.

Teachers:

- To maintain a positive and constructive role in the development of their own profession by sharing good practice and expertise. To be a part of the training of quality teachers of the future.
- To develop further their own understanding of children and of the learning process, through observation of the trainee's development.
- To contribute to the continued professional development of staff by:
 - a) giving them the opportunity to reflect their own practices by articulating the key points and issues.
 - b) developing skills in observation and feedback through mentoring and monitoring.

Trainees:

- To bring together theory and practical experience, thereby developing their understanding of teaching and learning.
- To develop as fellow professionals, promoting appropriate attitudes and behaviour.
- To provide opportunity to experience the working environment.

ROLES AND RESPONSIBILITIES

ITT Coordinator:

- To liaise with ITT providers and the trainees.
- To ensure that placements are made appropriately within the school.
- To ensure the trainee is inducted into the school and given relevant information about policies and procedures.
- To contribute to the development and evaluation of the ITT providers' programme.
- To be responsible for the organisation and implementation of the school based training programme.
- To communicate any concerns with the placement link tutor.

School based tutors (mentors):

The school based tutor also has regular contact with the trainee which involves coaching and mentoring with a focus on learning and progress.

- To be trained by ITT providers (when appropriate).
- To support the trainees, providing training and tracking and reviewing the trainees progress towards achieving the standard.
- Observation and the provision of constructive feedback to the trainee
- Setting 'SMART' targets and checking progress against them
- Making explicit to the trainee elements of professional practice including demonstration teaching, coaching and trainee observation. Team teach and model good planning, practice and marking/feedback.
- Making both formative and summative assessments of the trainee.
- Maintaining a record – supported by evidence – of the trainee's achievements.
- Ensuring the trainee maintains standards in the classes they teach so pupils' entitlements are ensured.
- Participating in dialogue with others involved in ITT.
- Keeping the ITT co-coordinator informed of progress and of the effectiveness of the training programme.

Class teachers:

- To be a model of good practice demonstrating a variety of planning, teaching and assessment strategies.
- To give quality feedback on observations and support the trainee in developing their own evaluation skills.
- To act as an extra teaching support in the classroom when appropriate and to ensure a qualified teacher is on hand, if needed.
- Support the student to achieve the set targets.

Head

- To discuss job applications and interviews with final stage trainees where requested.

GUIDELINES

- During any one academic year trainees at various stages of their training will be deployed throughout different year groups in both Key Stages or Foundation according to the overall situation in the school.
- The school should receive timetables of the number of trainees and the nature of the teaching practice for the whole of the year from the different training institutions.
- A member of staff will be designated as having overall responsibility for the welfare of trainees in the school (ITT Co-coordinator) but it is expected that specific responsibility for trainees should be taken by the class teacher, school based tutor and Link Tutor who should regularly liaise with the trainee throughout the teaching practice.
- At the trainee's preliminary visit timetables and teaching modules will be agreed as far as possible with the class teacher and the year team.
- Trainees will have access to copies of the school's policies, procedures and curriculum guidelines at the preliminary visit and will be given a short induction at the school **including safeguarding, health and safety and whistleblowing information.**
- The school based tutor will consult with the class teacher and submit appropriate reports to the universities upon completion of the school experience. The report will be discussed with the trainee who will also be given a copy.
- The trainee teacher should keep his/her teaching files up to date for purposes of monitoring and evaluation and these will help to inform the final report. Files should be available at all times.
- The trainee teacher should be supervised at all times by a qualified teacher, HLTA or sports coach when undertaking gymnastics, dance and games or when using the school grounds. Following a risk assessment it might also be appropriate when using certain apparatus or any equipment or tools in science or design technology. During playground supervision a qualified member of staff must be present.
- The trainee teacher development progression will be monitored throughout the teaching practice by the class teacher/school based tutor. Any areas of concern need to be registered with ITT coordinator/University as soon as possible to allow for help or guidance to be given.
- Trainees are treated as fully integrated members of staff and are expected to attend all planning meetings, staff meetings and training. They should also take an active role in the life of the school. This might involve display, class assemblies and where possible extra-curricular activities.
- All members of staff will be expected to give professional and pastoral support to trainees. Trainees will be expected to behave professionally at all times, as though they were a substantive member of staff at the school.

Please note that expectations on all staff are made clear, linked to safeguarding and child protection, through our 'Professional Code of Conduct Policy'.

This policy is available on the school website.