

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



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COURAGE COMMITMENT COMPASSION

Initial Teacher Training (ITT) Policy

LAST UPDATED AND REVIEWED BY	Deputy Headteacher with responsibility for ITT	March 2026
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POLICY TYPE	Non-Statutory
REVIEW DATE	Every 3 Years – March 2029

RESPONSIBLE	
Leadership Team	Deputy Headteacher with responsibility for ITT
Governing Committee	School Policy

APPROVED	Miss Capon, Headteacher	9 th March 2026
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Courage Commitment Compassion

1. Introduction

Newlands Girls' School participates in the training of student teachers working towards a Post Graduate Certificate in Education (PGCE) in partnership with authorised training providers. In addition, the school supports teachers who wish to qualify through the Assessment Only route.

2. Rationale

The school values the opportunity to train teachers and to contribute to the provision of high-quality teachers to the teaching profession. In addition, initial teacher training provides benefits to the school including:

- professional development for teachers
- access to recent research and practice
- contributions to extra-curricular activities

3. Roles and responsibilities

3.1 The role of the ITT coordinator encompasses the following:

- Liaising with University partners and other training providers
- Negotiating with Senior Links and Heads of Department as to the placing and training of student teachers
- Liaising with mentors and organising training for them as required
- Organising the school's Induction Programme
- Leading and coordinating the Professional Studies programme
- Placing trainees with a tutor group
- Ensuring that trainees experience and participate in all areas of school life, for example attending relevant staff, department and year team meetings, attending parents' evenings, and participating in extra-curricular activities
- Providing support for written and research assignments as required
- Monitoring the trainees' progress and providing support for mentors and trainees as necessary
- Observing lessons and providing and/or quality assuring written reports, in line with the requirements of the different training providers
- Supporting the visits of outside assessors
- Attending meetings with training providers
- Monitoring and evaluating the school's provision of school-based initial teacher training

3.2 The role of the Mentor encompasses the following:

- Organising a timetable for the trainee teacher to meet the requirements of the training provider

- Training and monitoring other subject teachers working with the trainee
- Retaining responsibility for students in the trainee's classes, ensuring a good quality of teaching and learning and that all health and safety aspects are met
- Holding a one-to-one weekly meeting to discuss aspects of teaching, to provide feedback and to monitor progress
- Liaising with the ITT Coordinator (and the training provider where appropriate) on the trainee's progress
- Ensuring that the trainee teacher is provided with opportunities to cover all aspects of the Teachers' Standards for Qualified Teacher Status
- Completing observations, paperwork, assessments and reports as required by the training provider
- Supporting the trainee teacher in completing their professional portfolio and teaching record as laid down by their training provider

3.3 The role of the training provider encompasses the following:

- Providing the school with detailed information about the programme and a partnership agreement
- Ensuring the trainee teacher has met all the criteria to commence teacher training
- Providing the school with relevant documentation and information about each trainee as required
- Providing the trainee teacher with a full programme of subject curriculum and Professional Studies in accordance with its programme
- Delivering the taught content of the programme
- Providing the trainee teacher with sufficient information and guidance to prepare them for their placement
- Liaising with government agencies regarding the ITT criteria and disseminate relevant information to the school
- Being responsible for the assessment and examination of the trainee teacher with input from the school
- Issuing the trainee teacher with the relevant academic qualification

3.4 The role of the Headteacher encompasses the following:

- Support provision and resourcing of delivery of initial teacher training in accordance with the partnership agreement provided by each training provider.

4. Resourcing

- Training providers will inform the school of the financial arrangements prior to the school accepting a trainee. Payment shall be made to the school as per the agreement.