

**NEWLANDS GIRLS' SCHOOL**  
**POLICY DOCUMENT**



# Initial Teacher Training (ITT) Policy

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|----------------------|---------------------------|------------|
| <b>LAST UPDATED</b>  | (by) New Policy           | March 2020 |
| <b>LAST REVIEWED</b> | (by) Curriculum Committee |            |

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|--------------------|----------------------------|
| <b>POLICY TYPE</b> | Non-Statutory              |
| <b>REVIEW DATE</b> | Every 3 Years – March 2023 |

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| <b>RESPONSIBLE</b>  |   |
| Leadership Team     | Assistant Headteacher with responsibility for ITT |
| Governing Committee | Curriculum Committee                              |

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| <b>APPROVED</b>  | Curriculum Committee/Full Governing Body                   | Full Governing Body Meeting<br>Stephen Bridge signed copy |
|  | Meeting Date   | 9 <sup>th</sup> March 2020                                |
| <b>UPDATE</b><br>Shared Drive<br>Website (if applicable) | 12 <sup>th</sup> March 2020<br>12 <sup>th</sup> March 2020 |   |

***At Newlands we create confident and responsible young women equipped with the skills they need for the twenty first century. We empower all students to realise their potential as part of a sustainable community committed to lifelong learning.***

## **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.