

**INITIAL TEACHER TRAINING, NEWLY QUALIFIED TEACHERS AND POST GRADUATE
CERTIFICATE OF EDUCATION POLICY**

AIMS

The aims of the ITT, NQT and PGCE programme at St Helens' are:

- To support the continuous professional development of subject specialist colleagues and trainee teachers.
- To provide the opportunity for potential teachers to gain greater awareness of the professional requirements of teaching.

Objectives

St Helen and St Katharine is committed to working in partnership with Higher Education Institutions (HEIs), on courses of Initial Teacher Training (ITT), and with university Careers Advisory Services (CAS) to provide short-term placement for under/graduates seeking insight into the teaching profession.

The School encourages direct entry into the profession, and applications for pursuing a Post Graduate Certificate of Education, usually through the University of Buckingham, are considered on a case by case basis for those employees appointed without QTS.

The School supports the induction of Newly Qualified Teachers (NQT) in partnership with IStip.

Amongst a wide range of positive outcomes the following have been identified as of especial significance:

- the curriculum enrichment that effective student trainee and graduate teachers can bring for pupils;
- the advantages of shared ideas between departments, NQTs, IStip induction providers, ITT/PGCE students, and ITT/PGCE providers;
- professional development opportunities from contact with HEIs, and from mentoring activities;
- professional development for class teachers and for form tutors acting as co-mentors; for Heads of Department or experienced staff acting as mentors and additional opportunities for co-mentors to develop as reflective practitioners;
- opportunities to develop additional skills in classroom observation, assessment and report writing;
- demonstrable commitment to high quality teacher training provision and NQT induction;
- enhanced opportunities for staff recruitment.

Procedures

1. The School will usually offer ITT/CAS placements and PGCE placements in agreement with Heads of Department. Our capacity is limited by our concern to safeguard stability in the pupils' experience, the space we have available in school and the increased workload which the mentors, and all members of the department, inevitably assume.
2. In deciding which departments should be approached to offer student placements, the Director of Staff will take into account the staffing situation in the departments concerned, previous involvement in the insight and induction programmes and the availability and demands of any necessary mentor training and any other relevant management issues.
3. Hereafter the decision as to whether to offer an ITT/CAS placement in a particular subject area rests with the Head of Department, who will take into account her/his own capacity and that of the department as a whole to support an ITT/CAS student. Heads of Department may offer one placement in the subject area (but is under no obligation to offer any at all). A Head of Department may delegate ITT mentoring, by negotiation, to another member of the department staff. This member of staff should receive mentor training.
4. It is accepted that if, for a variety of valid reasons, a Head of Department decides not to take an ITT/CAS student in any particular year such a decision would be supported by the school.
5. Funding generated by ITT partnership will be spent or delegated according to decisions made by the Headmistress in consultation with the Director of Staff and after discussion with Heads of Department as to how the money could best be used to support their work. Funding is normally divided equally between the whole school budget and the department offering an ITT placement.
6. The Director of Staff will, each year, provide guidelines for participating Heads of Department on ITT student timetable commitments. The guidelines will cover a recommended number of teaching periods for each phase of school experience and information that will help to avoid too many changes of teacher for a particular class or group of pupils. The Head of Department's responsibility in this area is to work within the guidelines and to draft an ITT student timetable for discussion with the Director of Staff before it is implemented. The Director of Staff will liaise with Heads of Section regarding ITT involvement with a tutor group and other pastoral activities.
7. Prior to the beginning of an ITT placement subject mentors attend a pre-placement meeting at the HEI and meet the ITT and their HEI subject tutor.
8. On their first day in school, ITTs are asked to bring in an original photo identity document, i.e., passport or driving licence and evidence of their Enhanced Disclosure check from the DBS (disclosure number and disclosure issue date). The Director of Staff passes a copy of the photo identity document and DBS details to Human Resources for checking. Visiting tutors should sign in at reception and should be escorted by staff during their visit in the usual manner.
9. The Professional Studies programme will be organised so as to impact as little as possible on ITT students' timetable commitments, although it is accepted this will not always be possible. The generic programme will be organised by the Director of Staff and will be delivered by the Director of Staff and by other speakers (such as the LSCo) who will talk about their own particular area of expertise. The Professional Studies programme will consist of weekly meetings, ideally during the timetable or at lunchtimes with a programme designed to support the ITT programme offered at the HEI and the school calendar.
10. The decision to appoint a member of staff without QTS and their subsequent enrolment on a PGCE programme rests with the Headteacher. Consideration of department staffing, availability of mentors, other applicants and the possibility of a training place will inform this decision in addition to candidate capabilities.

11. Registration of NQTs and PGCE students is the responsibility of the Director of Staff as is the arrangement of their allocated timetable reduction (with the timetabler) and their mentor's attendance at induction training. The Director of Staff should also support the NQT/PGCE student and their mentor, usually although not always their Head of Department, throughout their Induction training year and ensure all the required elements of their NQT/PGCE assessment are completed.

The Director of Staff should follow the IStip procedures for NQT induction and the HEI's procedures for PGCE/ITT induction and keep the Headmistress and Governing Body informed of the NQT's/PGCEs progress. Induction procedures for NQTs follow the DfE Statutory Guidance *Induction for newly qualified teachers (England), December 2016 (DFE 00274-2016)*.

Policy last reviewed:

Trinity 2017

Next review due:

Trinity 2019

Person responsible for review:

Director of Staff

Audience:

Staff