



# St. Gregory's Catholic High School

## ITT POLICY

### Monitoring

The implementation of the policy will be monitored by the Assistant Head Teacher responsible for Catholic Life, Early Career Teachers and Initial Teacher Training

### Evaluation

The policy was reviewed by the Assistant Head Teacher and SLT on 24<sup>th</sup> November 2021 prior to the submission of the policy to Governors' Standards Committee for scrutiny and recommendation to the Full Governing Board for approval

### Policy Review Dates:

**Date last approved by Full Governing Board:** 11<sup>th</sup> July 2019

**Date submitted to Governors' Committee:** 1<sup>st</sup> December 2021

**Date submitted to Full Governing Board:** 8<sup>th</sup> December 2021

**Start date for policy review:** September 2023

**Review Frequency:** Every two years

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## **1. Aims**

The aim of the policy is to provide high quality initial teacher training (ITT) in order to support a trainee teacher to achieve qualified teacher status (QTS). The broader aims also include facilitating staff development through the role of the subject mentor, encouraging discussion and self-reflection on teaching strategies whilst helping current teaching staff feel valued for their expertise. St. Gregory's recognises:

- The benefits of having trainee teachers as colleagues, which encourages the whole staff to reflect on and develop their own practice
- The value ITT can bring to the continuing professional development of individual teachers through their taking on the mentoring role
- The enrichment ITT colleagues bring to student learning
- The importance of sharing ideas, resources and best practice
- The benefits of working in partnership with Training Providers, as well as other secondary schools within the Archdiocese of Liverpool
- The need for ITT provision to be focused on the quality of training, not just employment outcomes
- The importance in playing an active role in the training, recruitment and retention of the next generation of teachers

In providing ITT opportunities within St. Gregory's, we are seeking to:

- create varied and high quality learning experiences for our pupils;
- ensure that trainee teachers are supported and challenged effectively in their professional development;
- support the professional development of teachers at the school;
- establish effective links with training institutions.

## **2. Partnership Providers**

St. Gregory's is part of the Wigan and West Lancashire Catholic School Direct partnership (WWLCSD). This consists of nine Catholic High Schools and one Catholic Sixth Form College in the Wigan, West Lancashire, Warrington and Widnes areas. Liverpool Hope University are the HE provider for the course.

Prospective trainees apply through the Department for Education "Apply" process and are interviewed by representatives from each of the partner schools.

Once selected, trainees will work in schools within the network. They will train in the classroom supported by qualified teachers and mentors and will also spend time studying at Liverpool Hope University as they progress towards gaining a PGCE with QTS (Qualified Teacher Status) Recommendation. All routes into teaching must comply with the ITT criteria imposed by the Secretary of State for Education,.

### **Managing the partnership**

This section will outline the procedures in place for:

- allocating placements within the school;
- providing a programme for professional development for trainees;
- allocating the funding provided for ITT work in school;
- reviewing the ITT provision within school.

### **Allocation of placements**

The ITT Coordinator will ask all subject heads to request a trainee placement in June each academic year. Departments will only request a placement if:

- there is a commitment within the department to support the work of trainee teachers;
- the staffing of the department is sufficiently established to be able to accommodate a trainee;
- one member of the department, not necessarily the Head of Department, is willing and able to act as Subject Mentor for the trainee.

Requests will then be made to WWLCSD, by the Headteacher and ITT Coordinator with placements being confirmed by September for 'home' placements (September – January) and 'away' placements (February – end of June) by December.

### **3. Roles and responsibilities**

The provision of ITT within St Gregory's Catholic High School is a shared responsibility between staff at the school and WWLCSD. The allocation of specific roles and responsibilities is important to ensure that the development of trainees is consistent and coherent.

The **ITT Coordinator** (who can also act as the Professional mentor at the discretion of the Head Teacher) will:

- up-date the school on developments in ITT and lead the school's response to them
- liaise with WWLCSD about the placement of trainees and about their progress as appropriate during the placements
- attend meetings and conferences connected with partnership arrangements
- identify staff within the school to act as mentors for trainees
- support all school personnel directly involved with trainees
- ensure that non-contact time designated for working with trainees is protected
- introduce all trainees to the school, its key personnel and essential systems before placements start
- oversee the timetable arrangements for each trainee
- provide a programme of professional development for the trainee in partnership with WWLCSD, involving other school personnel as appropriate
- support trainees in a pastoral and professional capacity as appropriate
- ensure that trainees make appropriate use of all school facilities and resources
- monitor the consistency of assessment procedures across departments in the school
- monitor the impact of trainees on the learning of pupils
- review the ITT provision within the school and amend policy and practice accordingly

The **Subject Mentor** (a designated member of the host department) will:

- plan the timetable for the trainee and provide the ITT Coordinator with a copy for approval
- meet with the trainee prior to the placement to discuss the timetable and to provide the trainee with any necessary paperwork and resources
- set up episodes of teaching for demonstration, modelling and team teaching at all stages of the placement
- ensure that all teaching requirements, including the use of ICT, are being met
- observe the trainee, annotate agendas and provide regular written and oral feedback
- check all aspects of the trainees paperwork and assist where appropriate;

- check and sign the trainees *Quality Assurance record*
- discuss the progress of the trainee with the Mentor and with the WWLCSD visiting tutor;
- inform subject teachers of the requirements and of the development needs of the trainee, and monitor their work with the trainee
- implement all aspects of the assessment procedures provided by WWLCSD
- review progress with the trainee every week
- attend all meeting/conferences associated with fulfilling the role

**Trainee Teachers** are required to:

- Behave as if an employed member of staff and follow all of the associated staff rules.
- Abide by St. Gregory's Catholic High School policies.
- Attend safeguarding training from the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Provide the School with a completed copy of the 'Record of Prior Experience' for new staff, photographic identification and their original DBS certificate for photocopying.
- Submit lessons plans to Subject Mentors and then as required by the Subject Mentor and Professional Mentor.
- Attend weekly Professional Studies sessions as directed by WWLCSD
- Attend regular pre-arranged meetings with both the Subject Mentor and the Professional Mentor
- Inform both the Subject Mentor and the Professional Mentor of any planned or unplanned absences (illness).
- Request permission from the Professional Mentor for non-course related absences. The trainee teacher will also be required to follow the instructions of their provider and to meet the expectations placed upon them for completing the course.

#### **4. Timetables**

Trainee teachers will be offered a timetable that best fits the guidance on teaching hours provided by our partnership providers, with a graduated increase in teaching hours as required by the course.

Where possible, both Key Stages will be offered at St. Gregory's. The timetables of the trainee teachers will be cross checked by the Professional Mentor to identify the number of St. Gregory's pupils affected by multiple trainee teacher lessons. The school will ensure an appropriate distribution of trainee teacher lessons across KS3 and KS4. In each case, steps will be taken to alter trainee teacher timetables accordingly in order to reduce the size of this impact on any individual pupil / teaching group.

#### **5. Lesson Observations**

Lesson observations will be moderated by the Subject Mentors and the Professional Mentor together with the Deputy Headteacher i/c curriculum.

Where possible, joint observations will be undertaken, followed by a feedback session with the trainee teacher. Observations will also be moderated between Subject Mentor and Subject Leader during visits from WWLCSD.

#### **6 Professional Development Programme for Trainees**

WWLCSD, Hope University and St. Gregory's Catholic High School will provide a professional development programme for teacher trainees that cover the Core Content Framework Statements. This framework, together with the Early Career Framework (ECF), establishes an entitlement to a 3 or more year structured package of support for future generations of teachers;

The ITT Core Content Framework, as with the Early Career Framework (ECF), is designed to support trainee development in 5 core areas:

- behaviour management,
- pedagogy,
- curriculum,
- assessment
- professional behaviours.

In addition to the above, St. Gregory's will provides experience through:

- working with a tutor group during the placement

- attendance at department, your team and staff meetings
- attendance at any Departmental or School INSET
- attendance at parents' evenings
- an offer to interview candidates who are on WWLCSD ITT programme, for teaching posts available at St. Gregory's where appropriate.

## **7. Monitoring and Quality Assurance**

The quality of the School's ITT provision can be determined by:

- Regular attendance by the ITT Coordinator/Professional Mentor and Subject Mentors at training session as directed by partnership providers.
- Moderation of lesson observations by ITT Coordinator, Deputy Headteacher (i/c Learning and Teaching or representative), Subject Mentors and Subject Leaders.
- Positive feedback from trainees, ECTs and our partnership providers.
- A willingness from the subject mentors to continue to undertake the role.
- Positive feedback from any OfSTED inspection or Quality Assurance visit.
- Positive feedback from any review undertaken by the Deputy Headteacher (i/c Learning and Teaching) or Headteacher.
- Appointments of ITT candidates to substantive posts within the school on completion of their courses
- Successful appointments of ITT candidates to other schools on completion of their courses.