



INITIAL TEACHER TRAINING POLICY

FOR SCHOOLS WITHIN

THE KEYS FEDERATION ACADEMY TRUST

**St. Peter's C. of E. Primary School, Hindley
Hindley Green Community Primary School
St. John's C. of E. Primary School, Hindley Green
St. John's C. of E. Primary School, Abram**



May 2018

THE KEYS FEDERATION ACADEMY TRUST

INITIAL TEACHER TRAINING POLICY

This Initial Teacher Training Policy for schools within The Keys Federation Academy Trust was revised during the Summer Term 2018.

Aims

- To train graduates to meet the outcomes identified in the revised standards for QTS (2007)
- To give trainee verbal and written feedback linked to standards for QTS.
- To set short and long term targets for development through discussions with the trainee.
- To establish and maintain effective communication within the partnership and wider community
- To involve trainees fully in the life of the school.
- To offer equality of opportunity.
- To ensure that trainees have opportunity to complete all tasks set by ITT provider as outlined in trainees course information booklet.

Trainee Induction

On arrival at school trainees can expect to be made to feel comfortable and welcome. They will be shown around the school and introduced to staff by the Principal, a member of Senior Leadership Team or their Lead School Based Tutor.

They will be given an Induction Booklet and Staff Handbook which provides them with information about the school, staff responsibilities and policies which are relevant to their placement e.g. Safeguarding and Child Protection, Special Educational Needs and Disabilities, Health and Safety, Educational Visits, Teaching & Learning, curriculum planning and Positive Behaviour Management. They will be shown where all policies can be found.

Time will be spent with the Lead School Based Tutor discussing details of their placement, planning and schemes of work. Trainees are encouraged to ask questions and take responsibility for planning the completion of tasks set by ITT provider.

School Provision

The school will assign the trainee a School Based Tutor and a Lead School Based Tutor.

Partnership School Status – means that the observation and assessment of trainees is shared between the school mentor and ITT provider (Mersey ITT, Edge Hill, Ashton-on-Mersey, Cumbria University, Forward Together Teaching School and/or Kingsbridge).

Partnership Promotion School – the school has gained PPS status. The defining features of a Partnership Promotion School include:-

- A dedication to encouraging more active involvement in ITT
- Developing close links with one or more ITT providers
- Adoption of an agreed whole school policy for ITT
- Commitment to excellence in the quality of ITT
- Enthusiasm and willingness of staff to promote partnership in the school
- Commitment to reviewing and developing provision in ITT.

Responsibilities are:-

School Based Tutor (Class Teacher)

The role of the school based tutor is to provide opportunities for the development of basic teaching skills. They will be the initial recipients of many questions as trainees develop independence in the classroom and determine what a teacher does and why.

They will work collaboratively with trainees to support them with planning, delivering lessons, evaluating their practice and sharing the responsibility for lessons. This allows the trainees to build his/her confidence up gradually whilst working closely with an experienced practitioner. This role will involve:-

- Providing opportunities for the trainee to observe your sessions, sharing the objective and expected outcomes, discussing class management and assessment procedures.
- Encouraging trainees to take part in sessions by planning for a group or team teaching with you.
- Joint planning sessions to build confidence in the planning process.
- Observing and giving trainees feedback in their teaching helping them disseminate their own practice and remembering to be positive whilst providing pointers for development.
- Allow opportunities for trainees to assess children's work/performance.
- Liaise with the school based trainer on all aspects of the trainees work.
- Share the trainee's lesson plans, allowing the trainees to discuss and to try out their own ideas to meet the learning objectives.

The Lead School Based Tutor

- The link tutor is the schools initial point of contact with the ITT provider.
- Works with a designated group of partner schools
- Monitors and reviews the school based training provisions
- Moderates the assessments made of trainee performance
- Supports the delivery of school based training
- Provides for the continuing professional development of school based trainers
- Responds to queries and concerns

The Trainee

- Will conduct themselves in a professional manner at all times
- Become familiar with the school policies and procedures
- Contribute to their own professional development through evaluating their own teaching and identifying short and longer term targets to improve their own practice (in liaison with school based tutor, school based trainer and link tutor).
- Take responsibility for the completion of tasks set by ITT provider
- Plan for teaching (as appropriate to meet ITT provider guidelines), assist class teacher with whole class, group, individual children, meet with parents and carers, assist with assessment and record keeping, work effectively with support assistants
- Contribute to and share responsibility in the corporate life of the school

This policy was reviewed with due regard to the Equality Act 2010 and Directors are aware of its contents.

Signed *S. Bruton* **CEO**