



Initial Teacher Training (ITT) Policy

Commitment made by Partnership Schools

1. Make the Trainees feel welcome in the school and, as far as possible, treat them as if they were full members of the school staff. This means involving them in the full range of staff meetings, relevant in-service training, planning meetings and playground duties etc.
2. Plan its work with Trainees in ways that will provide effective, high quality Initial Teacher Education and, thereby, benefit both Trainees and the school, in the short and the long term.
3. Make sure that all staff involved in Initial Teacher Education, have time to reach a clear understanding of the relevant detailed course documentation and are encouraged to follow the procedures outlined in the documentation.
4. Ensure that Mentors attend designated meetings held at the NETT Centre.
5. Negotiate with the Programme Leader/Director to ensure that Trainee placements for teaching practices allow Trainees to work in classes which can be managed reasonably easily by the class teacher, and which **do not pose insurmountable behaviour management problems for Trainees** during this early stage of their development as a teacher.
6. Ensure that Trainees work with teachers who provide a good model for the Trainees to emulate and who are keen to share their good skills with the Trainees.
7. Allow the Trainees to see a range of good and outstanding teachers at work in partnership schools and to encourage those teachers to share skills and ideas with the Trainees.
8. Inform the Programme Leader/Director when the school needs to change its school mentor and ensure that the new school mentor has sufficient time and resources to carry out the role properly.
9. Allow Trainees to gradually increase their involvement from group to class teaching as in the programme and which ensures growing confidence throughout the year.
10. Observe the relevant policies and documentation and ensure school staff are aware of that documentation.
11. Ensure that issues/difficulties are dealt with sensitively. Where possible, solutions will be found that allow everyone to move forward in a positive way.
12. Ensure that a sensitive approach to the needs of the Trainees' to maintain a work/life balance is always observed.

13. Ensure Trainees have an induction meeting with an appropriate member of staff at the start of their placement.
14. Ensure that the Trainee will not teach for more than an average of 80% in any week of the programme.
15. Ensure that Governors are committed to ITT involvement and approve an annual policy.
16. Contribute to summative and formative assessment as appropriate. Ensuring all documentation relating to the assessment of Trainees is completed by deadlines and shared with the trainee and the Programme Leader/Director.
17. Inform the Programme Leader/Director of the outcome of an Ofsted inspection as soon as published.
18. Plan the Trainee's timetable to ensure that the trainee is able to experience Standards not previously met/experienced.
19. Observe lessons (as stipulated in the Handbook). Assess against the Teachers' Standards and give constructive feedback, setting targets for further development.
20. Assist the Trainee in planning their schemes of work and lessons, working towards increasing independence throughout the year.
21. Liaise with other class teachers with whom the Trainees will be working.
22. Ensure that the Trainee maintains standards in the classes they teach so that pupils' entitlements are preserved.
23. By agreement, meet with the External Moderator and External Examiner as appropriate.
24. All partnership schools need to have adequate insurance cover, including public liability and professional indemnity.
25. Adopt the Partnership Agreement and ITT policy provided **or** adopt the Partnership Agreement and write an individualised ITT Policy to be adopted by the Governing Body.
- 26. Copies of contracts for salaried trainees must be sent to NETT before the start of the course.**