

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### Initial Teacher Training Policy

#### Rationale

Taking part in Initial Teacher Training benefits the academy in a number of ways:

- encouraging teachers to reflect on and develop their own practice
- giving teachers opportunities for professional development in mentoring and supporting trainees
- bringing new ideas into the academy
- establishing mutually beneficial relationships with ITT providers
- contributing to the preparation of a new generation of teachers

#### Commitment

##### We undertake to:

- adopt a whole-school model of support for trainees, providing trainees with a sound environment in which to develop their skills
- give trainees a high-quality experience by carefully managing their time in school, taking individual needs into account
- give trainees opportunities to experience all aspects of classroom life including planning, teaching and assessing students' work
- help trainees to develop a range of teaching and behaviour management strategies
- encourage trainees to join in and experience all aspects of school life such as duties, staff training days, meetings with parents and extra-curricular activities
- regard trainees as potential colleagues, introduce them to students as temporary members of staff and ensure they are treated as such
- uphold equal opportunities
- encourage teachers to train as mentors and to work with training providers
- be fair and consistent in all our work with trainees
- build self-esteem and confidence, enabling trainees to develop as learners and teachers

#### Roles and Responsibilities

##### The Headteacher and Assistant Headteacher with responsibility for ITT will:

- decide the number of trainees who can be accepted into the school at any given time
- keep governors informed
- support mentors and class teachers in their work with trainees
- be informed of any problems with a placement and take appropriate action
- ensure attendance at partnership meetings with providers
- ensure mentors and trainees are provided with appropriate resources both in terms of time and materials
- co-ordinate a programme of professional seminars to complement the training provided by mentors and ITT providers.

Last reviewed January 2020

Next date due to be reviewed by the Governors – March 2022



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### **Subject-based Mentors will:**

- be responsible for the supervision, monitoring, assessment and pastoral care of trainees
- ensure that trainees are fully conversant with academy routines and practices
- ensure that trainees are provided with appropriate experience of teaching groups
- arrange opportunities for trainees to observe good teachers
- provide trainees with access to the expertise of specialist staff such as the SENDCo, the Lead Teacher for Gifted and Talented, Subject Leaders etc
- liaise with the representatives of the training providers and ensure that partnership agreements are fulfilled
- attend relevant training and development sessions
- maintain full written records of the whole mentoring placement and process

### **The class teacher will:**

- assist in the practical implementation of the mentor's role, in particular giving the trainee both opportunity and encouragement to experience the role of a teacher

### **The trainees will be expected to:**

- behave professionally and conform fully to the academy's expectations and ethos at all times
- take an active part in their own professional development
- make full use of all the opportunities which their placement will provide
- take a full part in the life of the academy
- keep their files well organised and up to date
- respond to any academy requirements in terms of paperwork

### **The training provider will:**

- set up a partnership agreement with the academy for each trainee
- ensure that the academy is fully informed of course requirements and receives all relevant literature in good time
- provide a link tutor to support mentors and trainees as necessary and to moderate summative assessment of each trainee's performance
- respond to issues raised with them by the academy
- provide appropriate training for mentors

