

Initial Teacher Training Policy



DATE OF REVIEW: Spring 2024

DATE OF NEXT REVIEW: Spring 2026

TO BE REVIEWED BY:
Teaching & Learning Committee

Context

Hatherleigh Community Primary School has forged partnerships with several leading South West Universities providing ITT (Initial teacher Training) but is currently primarily working with Exeter consortium.

Rationale

At Hatherleigh Community Primary School we encourage involvement in ITT in order to

- play an active role in securing a high quality of trained professional for the future
- develop our own teaching expertise thereby raising standards in teaching and learning
- enable teachers to extend their leadership and management skills in mentoring students and establishing links with universities

Roles

The roles of Principal School Tutor (PST), Mentor and ITT Coordinator (ITTC) will be allocated and reviewed as part of the school's annual performance appraisal cycle. Teaching staff will be encouraged to volunteer to 'host' ITT students in their class after consideration of several factors

- the needs of the children in that class
- the strengths and weaknesses of the class teacher
- current workload and additional responsibilities of teacher and ITE coordinator
- the number of students currently working in school

Managing Partnership

Actions to be taken	Hatherleigh CP School will achieve this through
Review partnership arrangements	Discussion between SLT and ITT co-ordinator
Identify teachers who will provide models of good practice for trainees	The annual performance appraisal cycle
Make a decision each year on the number, type and specialism of placements to be made available	Discussions between School Leadership team and ITT co-ordinator
Provide a balanced timetable for each trainee, which meets both trainee and school needs	Discussion between trainee, class teacher and ITT co-ordinator
Allocate time for staff to meet partnership requirements for trainee support	Discussions between University Provider, School Leadership team and ITT co-ordinator
Provide ongoing school-based training and support for staff involved in the partnership	Discussions between University Partner, School Leadership team and ITT co-ordinator
Release from school for University induction and support training (usually University-funded)	Discussions between University Partner, School Leadership team and ITT co-ordinator

Share information and distributing paperwork	Discussions between University Partner, School Leadership team and ITT co-ordinator
Implement partnership requirements for monitoring and assessing trainee progress	Discussions between University Partner, School Leadership team and ITT co-ordinator
Regularly evaluate, review and develop partnership provision both through the school and University	Discussions and/or written reports between University Partner, School Leadership team and ITT co-ordinator
Keep school governors informed about school involvement in ITT and outcome of evaluation exercises	Annual report to Curriculum and Achievement committee by ITT co-ordinator
Make provision for use of the 'Quality Assurance Framework' (available on website www.education.ex.ac.uk/partnership_with_schools)	Staff meetings with appropriate staff led by ITT co-ordinator

Resourcing

Funding provided for the school's work in the ITT partnership will be distributed within the school to support that training by negotiation with the staff involved in supporting the placement and the School Leadership team.

Sufficient release time will be provided to enable

- timetabled Supervisory Conferences with the Mentor
- development Meetings with the PST or as negotiated with the University and School
- the release of staff for agreed University training and support sessions (usually funded by the University directly)

In addition Hatherleigh Community Primary School will ensure that the trainee has appropriate access to

- ICT facilities, including email and internet
- appropriate school documentation, curriculum and professional development materials
- appropriate space for individual study