



Devonshire Infant and Junior Academies **Policy for Initial Teacher Training 2020**



Rational

Devonshire Infant and Junior Academies are committed to Continuing Professional Development for all staff and this is reflected in the vision and ethos of the school. This commitment is extended to aspiring and newly qualified colleagues. We aim to provide high quality placements for trainee teachers, contributing to the quality teaching for the future.

ITT at Devonshire Infant Academy provides:

- A varied and high quality learning experience for students
- An opportunity for trainee teachers to be supported and challenged effectively in their professional development
- Professional development opportunities for staff

Many staff, both teaching and non-teaching, will have contact with trainee teachers at some point during their placement. This may be a supporting role or they may have direct input into the trainee's experience and development through providing training, working in a particular phase or providing mentor support. It is important that all staff who work with trainee teachers deliver a consistent and coherent message about teaching and learning and policies and practices at Devonshire Infant Academy.

The provision of ITT is a shared responsibility between school and University.

The Manager for ITT will:

- Up-date the staff on developments in ITT
- Liaise with universities about ITT developments
- Liaise with Universities about the placement and number of trainees per placement
- Meet with University staff to make arrangements for new trainee teachers to the school
- Attend some meetings connected with partnership arrangements
- Oversee and manage the work of the Lead Mentor
- Support the Lead Mentor as appropriate
- Liaise with classes to allocate trainee teachers each placement
- Ensure all arrangements are in place for trainee teachers and teacher mentors
- Carry out induction meetings with the students, including safeguarding policy and procedures.
- Support trainees in a professional and pastoral capacity as appropriate.
- Monitor the impact of trainee teachers on the learning of students

The ITT Lead Mentor will:

- Oversee timetable arrangements for each trainee teacher
- Meet with other Mentors to review progress of trainee teachers
- Support and provide training opportunities for teacher Mentors
- Observe trainee teachers

- Ensure that the trainee teacher gains a range of experience outside of the classroom including; attending Staff Meetings, attending INSET and Parents' Evenings
- Support trainees in a professional and pastoral capacity as appropriate
- Monitor the impact of trainee teachers on the learning of students
- Ensure all assessment of trainee teachers and documentation for each trainee teacher is completed
- Ensure all assessment procedures required by the University are in place
- Ensure necessary support is in place for all involved if a trainee teacher is at risk of failing the placement
- Keep the ITT Manager informed of any concerns

The Teacher Mentor will:

- Meet the trainee teacher to arrange the timetable and provide any necessary paperwork and resources
- Provide opportunities for the trainee teacher to observe, team teach and support groups of students
- Ensure all teaching requirements are being met
- Provide regular feedback to the Lead Mentor about the progress of the trainee teacher
- Seek support and advice as and when necessary
- Carry out focussed observations of the trainee teacher and provide regular written and oral feedback
- Meet weekly with the trainee teacher to provide support and assistance with teaching and learning and any other issues as they arise
- Check all aspects of the trainee teacher's paperwork and assist where appropriate
- Ensure that the trainee teacher gains a range of experience outside of the classroom including; Staff Meetings, attending INSET and Parents' Evenings
- Check and sign the trainee teacher's Professional Development record as appropriate
- Meet with the University Tutor to discuss the progress of the trainee teacher
- Ensure all assessment procedures required by the University are in place
- Attend meetings and training associated with the Mentor role as and when required
- Keep the Lead Mentor informed of any concerns

This policy was agreed and adopted

Signed _____ (Chair of Governing Body) Date _____