

Bradford Grammar School

Initial Teacher Training Policy

This policy applies to the Senior School and is published to parents, pupils and employees. Updated 12 May 2017

Why we have teacher-training students at Bradford Grammar School

At Bradford Grammar School (BGS), we believe that taking an active part in Initial Teacher Training (ITT) has several benefits for the School:

- It enables teachers to reflect upon their own practice, expand their understanding and look afresh at teaching skills - thus encouraging teachers to develop their own practice.
- Gives teachers opportunities for professional development in mentoring and supporting trainees.
- Brings new ideas into school.
- Enables staff to develop fruitful relationships with training providers.
- Enables staff to play a positive part in the preparation of the next generation of teachers.
- Enables the School to have another method of finding high quality applicants to fill vacant teaching posts.

Our Commitment

At BGS, our priority is the education and welfare of our pupils; as such, we try not to have classes that are overloaded with ITT contact time.

We aim to support our trainees, providing them with a quality experience by giving them opportunities for experiencing all aspects of classroom life. These experiences will be appropriate to their stage of training and include planning, teaching and assessing pupils' work; using different teaching and behaviour management strategies; and fulfilling the general role of a class teacher. We will allow them, where possible, to join in other aspects of school life at BGS (including staff meetings, whole staff training sessions, meetings with parents and co-curricular activities).

We will regard trainee teachers as potential colleagues, to introduce them to pupils as temporary members of staff and ensure that they are treated as such. To this end we will make sure that ID cards also reflect this. We will be respectful towards trainees regardless of ethnicity, gender, sexual orientation or physical disability.

We aim to give the students an understanding of good practice, throughout the School.

We aim to treat them with appropriate sensitivity, where it is necessary to build their self-esteem and confidence and enable them to grow as learners and as teachers.

Graduates that are thinking about teaching are offered the opportunity to join departments and experience the life of a teacher for a limited period of time.

Quality ITT students will be considered for employment at BGS, once they have completed their training, if there is a suitable vacancy.

We encourage teachers to train as mentors and to work with training providers to ensure common standards and purpose.

Roles and Responsibilities:

The Deputy Headmaster

The Deputy Headmaster is the line manager of the ITT Coordinator.

Together with the ITT Coordinator, they will decide upon the number of trainee teachers accepted by BGS.

The ITT Coordinator will:

- Liaise with the Deputy Headmaster and Heads of Departments (HoDs) when deciding upon the student places that are available each year and co-ordinate the allocation of trainees to departments.
- Ensure that the Deputy Headmaster and Headmaster are kept informed of any matters that might affect BGS.
- Work with HoDs to ensure that high quality and committed mentors are allocated to students.
- Be responsible for overseeing the training of visiting students, ITT, NQT and graduate student teachers.
- Ensure that all necessary documentation is completed for the HR department.
- Support mentors and class teachers in their work with trainees.
- Be informed of any problems with the placements and take action as necessary.
- Attend partnership meetings with providers or send a mentor as a representative.
- Liaise with HEIs and Alliances.
- Liaise with mentors and subject tutors.
- Organise the induction of trainees, providing them with access to the expertise of specialist staff (for example, subject and special needs co-ordinators).
- Give support and guidance to trainees, subject tutors and mentors.
- Monitor the teaching and wider contribution of trainees.
- Meet with subject tutors and mentors in order to ensure that all assessment requirements are met.
- Have overall responsibility for the trainee's experience in school and provide the link and contact with HEI providers and Alliances.
- Ensure that trainees have the same access to resources, facilities and ICT equipment as all other staff - this will be organised by the ITT Coordinator
- Advise the Headmaster about developments in ITT training providers, ensuring that BGS has up to date information about the most effective options available to us.
- Arrange suitable pastoral experience for the students with willing and suitable form tutors.
- Assist with interviewing potential ITT students together with Alliances.
- This is 3-year post.

The Subject Mentor will:

- Induct trainees into the department, including providing information on resources, department policy, schemes of work, assessment policy, student data, Health & Safety and procedures for

rewards and sanction. The mentor is responsible for the supervision, monitoring, assessment and pastoral care of trainees; ensure that trainees are fully informed of school routines.

- Organise a timetable of classroom work in accordance with the partnership requirements.
- Ensure that the trainee is provided with appropriate experiences of teaching groups and classes; arrange opportunities for them to observe good teachers at work in the School.
- Liaise with the representative of the training provider, for example the University Tutor or Alliance Lead Teacher, and fulfil agreed partnership requirements.
- Attend relevant training and development sessions.
- Attend periodic meetings with other subject tutors and the ITT Co-ordinator.
- Maintain written records of the mentoring process or E-profiles as appropriate.
- The Subject Mentor will be responsible for the day-to-day contact with the trainees, ensuring that at all times the trainee has clear guidance with regards to lesson planning and evaluation, subject content and general professional activities.
- Undertake regular classroom observation and monitor the plans and evaluations for all lessons taught by trainees in the main subject.
- Those appointed as Subject Mentors will meet the following criteria:
 - be experienced and competent teachers
 - have a readiness to recognise a range of teaching techniques and skills
 - have a desire to develop their own awareness and expertise
 - have an understanding that there is a significant work-load associated with taking on the role, though the ITT Coordinator will try to arrange at least some cover remission
 - be willing to meet with trainees at least weekly, in their own time if necessary, and to liaise with other departmental staff and subject tutors
 - be a good listener, motivator and communicator
 - be able to maintain detailed records of trainee progression

Other Arrangements

It is necessary for trainees to have areas where they can study. Wherever possible, this should be in the subject team base.

Trainees must have the same access to resources, facilities and ICT equipment as all other staff - this will be organised by the ITT Coordinator.

The subject teacher (if not the Subject Mentor) will:

- Assist in the practical implementation of the Subject Mentor's role, in particular giving the trainee opportunities and encouragement to experience the role of the teacher
- The subject teacher will be responsible for the supervision of and support for the trainee teacher in their classroom, and will play an important role in the evaluation and support framework for the trainee.

Form Tutors

Form Tutors will have a role in managing the pastoral experience of the trainees.

The trainee will be expected to:

- Undertake all Safeguarding training before starting at BGS and provide relevant documentation for the Human Resources department to assess and photocopy.

- Behave professionally and respect confidentiality at all times; dress in accordance with the accepted appearance guidelines for the School; be reliable in matters of attendance and tasks assigned to them.
- Take an active part in their own professional development, seizing every opportunity they can to learn from their time at BGS through observation, discussion, self-reflection and experience.
- Play a full part in school life, both in and out of the classroom.
- Keep their evidence files up to date and respond to any BGS requirements in terms of paperwork.

The training provider will:

- Set up a partnership agreement with BGS.
- Ensure that the School is fully informed with regards to course requirements and receives all relevant literature.
- Provide a Link Tutor / Lead Teacher to support the Subject Mentors and trainees as necessary and to moderate the summative assessment of the trainee's performance.
- Respond to all issues raised with them by BGS.
- Provide training for Subject Mentors.
- Provide suitable training for the ITT students.

General Information

Historically it was usually the Universities that trained ITT students and placed them in suitable schools to gain experience. Recent Government changes have meant that there are now many other routes available for training as a teacher.

At BGS we have recently become a partner school with the White Rose Alliance and the Yorkshire Alliance. These Alliances offer School Direct teacher training - this means that ITT students will still have some training at their University but will also have weekly training sessions with the Alliance on important aspects of classroom teaching. These sessions will take place in the Lead School. The Alliance also interviews the ITT students before accepting them. At BGS, the ITT Coordinator will be expected to assist with some aspects of this process. The ITT students will be awarded a PGCE from their University.

Here at BGS, we have also looked at the training provider Red Kite. This provider offers school-centred initial teacher training (SCITT), within which all of the training is provided by Red Kite. The School has not yet decided whether to work with Red Kite or not.

There is also the possibility of BGS going down the HMC teacher-training route but with the high costs involved, the School is not pursuing that option for the time being.

At BGS we will still maintain links with local Universities but regrettably not with Leeds University, who are currently in a partnership with Red Kite.

DJM / ITT Coordinator.