



WEST BUCKLAND  
PRIMARY SCHOOL  
AND NURSERY

# **West Buckland Primary School and Nursery**

## **Initial Teacher Training Policy**

## **Rational**

West Buckland Primary School is 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, students, work experience candidates and volunteers contributing to the quality teaching and learning for the future.

ITT at West Buckland Primary School 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
- An effective link with Higher Education Institutions

## **Roles and Responsibilities**

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 department 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 West Buckland Primary School. The provision of ITT is a shared responsibility between school and University.

The Line Manager for ITT will:

- Up-date the school on developments in ITT
- Liaise with universities about ITT developments
- Attend some meetings and conferences connected with partnership arrangements
- Oversee and manage the work of the Professional Mentor  
Support the Professional Mentor as appropriate
- Meet regularly with the Professional Mentor to ensure all arrangements are in place for trainee teachers, subject mentors, students and departments
- Support trainees in a professional and pastoral capacity as appropriate  
Monitor the impact of trainee teachers on the learning of students  
Review ITT provision after each semester

The ITT Co-ordinator/Professional Mentor will:

- Liaise with Universities about their ITT programme
- Liaise with Universities about the placement and number of trainees per term
- Meet with University staff to make arrangements for new trainee teachers to the school
- Provide a comprehensive Induction Programme for trainee teachers
- Provide a programme of professional development for trainee teachers
- Oversee timetable arrangements for each trainee teacher
- Liaise with other staff to allocate trainee teachers each term
- Meet with other staff to review progress of trainee teachers Support and provide training opportunities for Subject Mentors Observe trainee teachers each term

- Ensure that the trainee teacher gains a range of experience outside of the classroom including; different classes, different year groups, attending Staff Meetings and Parents' Evenings
- Support trainees in a professional and pastoral capacity as appropriate
- Monitor the impact of trainee teachers on the learning of students
- Arrange for trainee teachers to attend events hosted by the local authority
- 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
- Review ITT provision after each placement
- Keep the ITT Co-ordinator informed of any concerns

The Subject Mentor will:

- Meet the trainee teacher to discuss the schools ethos and vision, policies and practices, 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 Professional 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
- Liaise with other members of the department where the trainee teacher is teaching one of their classes to provide information on the training needs of the trainee teacher and monitor their work with the trainee
- 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; different classes, different year groups, attending Staff Meetings and Parents' Evenings
- Check and sign the trainee teacher's Professional Development record as appropriate
- Meet with the Professional Mentor and 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 Subject Mentor role as and when required
- Keep the Professional Mentor informed of any concerns

The University Visiting Tutor will:

- Meet with the trainee teacher before the placement to discuss the school-based placement
- Provide relevant information about each trainee teacher before the placement begins
- Support and monitor the trainee's progress when visiting the school
- Support and monitor the school's provision, reporting any issues to the Professional Mentor
- Provide advice, guidance and support when requested from the school
- Inform the school of any changes to policies, procedures and practices in good time

### **Allocation of Placements**

The Professional Mentor will work with the ITT Co-ordinator to ensure that trainee teachers are placed in departments that have the capacity to support the trainee teacher without negatively impacting on the progress of students and workload of staff. The Professional Mentor will liaise with ITT institutions to ensure that trainee teachers are allocated in good time for the start of each semester.

### **Reviewing ITT Provision**

ITT provision will be reviewed and developed through:

- Meetings with staff involved in ITT
- Meetings with trainee teachers
- Meetings with University Visiting Tutors
- Exit questionnaires completed by trainee teachers at the end of each semester

### **Current Partnership Arrangements**

Currently, West Buckland Primary School is working with the following ITT providers and Universities, placing students on BEd and PGCE courses:

- Bath Spa University
- Exeter University
- SCITT