



## King James's School Federation

### POLICY STATEMENT

# Initial Teacher Education (ITE) Policy

Policies last reviewed (date)	May 2024
Ratified by Governors (date)	May 2024
Next policy review due (date)	May 2027
Due for review by Governors (date)	May 2027
Staff Lead	Headteacher

#### MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by working continuously to achieve excellence in teaching and learning whilst fully embracing the important role that Initial Teacher Education (ITE) can play in achieving this aim.

Significant revisions since the last review:

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### Section 1: Rational

King James's School works continuously to achieve excellence in teaching and learning and it fully embraces the important role that Initial Teacher Education (ITE) can play in achieving this aim. King James's has been heavily involved in ITE for many years. Its strong professional relationships and shared vision with partner schools and ITE providers (usually universities) allows the school to deliver and sustain high quality ITE provision to those entering the profession.

As a former Training School, ITE is given a high profile and the school is committed to preparing and training staff both at local and regional level. All departments are involved in ITE and this promotes a culture of Continuous Professional Development (CPD) where year on year the skill and expertise base increases.

King James's has a clear mandate to create a positive and supportive learning environment in which trainee colleagues are exposed to a wide range of classroom and whole school experiences. The school delivers a rigorous Professional Studies (EPS) program, which takes account of national developments while supporting and extending the ITE provider's provision.

King James's is a Lead School for School Direct/School Centered. King James's has responsibility for developing the White Rose Alliance (WRA), a partnership of schools and universities in Yorkshire and the North East. Through strategic planning, collaborative work, and dissemination of good practice in ITE, King James's aims to develop and improve ITE provision across the partnership.

As Lead School for the WRA, King James's is committed to recruiting high quality trainees to its School Direct programs. The school has a marketing strategy to attract applicants, and these are reviewed annually.

Involvement in ITE benefits everyone within the school community (pupils, staff, parents, and Governors) in the many ways:

- Enrichment of the learning environment
- Engagement in mentoring and coaching
- Recruitment and retention opportunities
- Wide variety of CPD opportunities
- Broadening of teaching and learning experiences
- Encouragement of self-reflection amongst teachers
- Increased staff/pupil ratio
- Allows professional recognition and/or accreditation
- Creates networking opportunities (in house and wider school's context)
- Enhanced extra-curricular engagement
- Creates opportunities for collaborative working and dissemination of good practice

There are additional benefits to the school that arise from leading the School Direct WRA. Because King James's leads on the trainee selection process, the cohort is established in the year preceding the ITE course, allowing trainees to familiarise themselves with the school's policies.

There are also additional CPD opportunities for staff arising from increased collaborative working with partners. The WRA is particularly important for teacher recruitment as there is opportunity for trainees to secure jobs within the alliance in which they were trained.

## **Section 2: Principles**

King James's has well established partnerships with three ITE providers. The providers are universities. The school has partnership agreements for each provider and is committed to adhering to the policies and processes described in each agreement.

The precise details of organising ITE programmes vary from provider to provider, but they include the following:

- In liaison with partners, bidding for an allocation of WRA trainees
- Leading selection and interview procedures for WRA trainees
- Providing school placements at King James's and our 13 partner schools for trainees
- In co-ordination with the providers, organising and delivering a joint programme of training experiences
- With partner providers and schools, jointly monitoring and assessing the progress of trainees against the national Teachers' Standards

The schools have a lead ITT staff member who allocates mentors to the trainees and they undergo compulsory training. The funding from the ITE provider supports ITE provision and development within the school.

The school recognises the key role that mentors play in delivering high quality ITE and it provides training (University/Provider led) and support in the following ways:

- CPD entitlement enables mentors to attend mentor meetings at partnership events.
- Mentor support resources
- Mentors take part in joint lesson observations and learning conversations
- Mentor meetings take place both in house and online to discuss procedures, developments and when necessary, concerns.

In addition to training at subject level, trainees attend a weekly programme of Professional Studies at King James's. Staff with appropriate expertise lead sessions on pedagogy and provide opportunity for the trainees to apply practical techniques in their teaching.

As a Lead School for the WRA we are committed to developing partnerships and to disseminating good practice. This is achieved in the following ways:

- Quality Assurance visits including the Partner schools, Lead ITE's and Mentor meetings organised by King James's
- Via resources on the WRA website, ITE Provider websites.
- Via meetings with Providers

## **Section 3: Roles and Responsibilities**

Jo Jones has responsibility for strategic development of partnerships, and her line manager is Paula Eastaugh.

The Lead Practitioner (JJO) for ITE is responsible for co-ordinating the ITE programmes (placements and other training experiences) for each provider, inducting trainees into the school, co-ordinating and supporting the work of mentors, quality assuring the work within ITE, liaising with individual ITE providers, and ensuring quality of provision within school and within the WRA. The Lead Practitioner is also responsible for keeping the whole school community informed of ITE developments and trainee placements through regular bulletins.

The WRA Administrator supports the Lead Practitioner with producing marketing material, organising interviews and the communication with HEI's, partner schools and Trainees.

Subject mentors are responsible for inducting trainees into the department, guiding and assessing trainee capability against the Teachers' Standards and for arranging weekly meetings.

Host teachers and tutors support the trainee and mentor at subject and pastoral levels and liaise with the mentor.

More detailed information about responsibilities can be made available through the Lead for WRA and is also incorporated on each ITE provider's partnership agreement.

Classes always remain the overall responsibility of the regular class teacher and the school will implement appropriate strategies if pupil learning is compromised.

## **Section 4: Monitoring**

All trainees complete regular surveys and evaluation of their school experiences at King James's and the partner schools and the school uses this to inform and drive development/improvement.

ITE providers carry out their own Quality Assurance procedures to monitor and determine the quality of the school placement.

Timetables for trainees are collated centrally to check that there is a balance in the allocation of teaching groups, both from the trainee's and the school's points of view.

Trainee files and on-line records are monitored as part of the school's quality assurance procedures in order to ensure consistent adherence to ITE provider guidelines and to ensure equality of trainee entitlement and mentor provision across departments.

The CCF and Teachers' Standards are issued to all mentors and host teachers to ensure consistency of assessments and judgements. Judgements are moderated by link/personal tutors from the ITE provider who carry out lesson observations of trainees alongside the mentor and/or host teacher. For WRA trainees, joint observations involving mentors from the two placement schools are also used to moderate judgments.