



INITIAL TEACHER EDUCATION / TRAINING & PGCE

WHY DO WE HAVE THIS POLICY?

Notre Dame Catholic College believes that it is important that it plays its part in training the teachers of the future, building on existing professional links with Higher Education Institutions (HEIs) and taking note of the advice of the Catholic Education Service (CES).

WE HAVE THIS POLICY:

- ❖ To ensure that we provide a high quality training programme for graduate trainee teachers that enables them to meet the standards for qualified teacher status (QTS);
- ❖ To make a positive contribution to the future of the teaching profession, particularly in relation to the training of Catholic teachers;
- ❖ To contribute to high standards of education;
- ❖ To provide high quality training for the professional development of Subject Mentors;
- ❖ To ensure that school procedures comply with the systems specific to the partner HE Institutions and complementary systems developed in school by the Co-ordinating and Subject Mentors;
- ❖ To ensure that the college obtains an enhanced DBS certificate and barred list check for all trainee teachers, who sometimes undertake regulated activity. All information that must be recorded in respect of teacher trainees on salaried routes will be kept in the single central record.

HOW DOES THE SCHOOL RESPOND?

- ❖ The Professional Mentor will participate in the training schemes provided by the partner HE institutions;
- ❖ The Professional Mentor will:
 - a) Liaise as appropriate with the Headteacher, Senior Leadership Team, Heads of Department and Subject Mentors.
 - b) Maintain a stance of expectation of high standards of trainees in terms of conduct, professional dress, work ethic and support for the ethos of the school.
 - c) Negotiate partnerships.
 - d) Provide graduate trainee teachers with appropriate information about school procedures.
 - e) Work with trainees on their professional development.

Creation date:	Version	Policy Owner	Reviewed by	Approval date:	Review date:	Pages
July 2012	5	NW	NW Sept 2018	Sept 2018	July 2019	Page 1 of 2

- f) Provide opportunities for trainees to observe experienced teachers.
- g) Participate in the programme of pupil observation.
- h) Liaise with HE tutors on the progress of pupils.
- i) Contribute to written reports as required by HE institutions.
- j) Raise staff awareness of ITE/ITT and graduate trainee issues and procedures.
- k) Provide and co-ordinate INSET on a range of professional issues.
- l) Ensure that no trainee teacher is recommended for the award of QTS until they have met all of the standards for QTS.

❖ The Subject Mentor will:

- a) Liaise with the Professional Mentor.
- b) Liaise with HE institutions & ITT providers as appropriate.
- c) Provide trainees with the necessary departmental information.
- d) Plan graduate trainee and pupil associate timetables.
- e) Arrange weekly mentoring meetings.
- f) Work with trainees on all aspects of their teaching and professional development.
- g) Provide opportunities for trainees to observe experienced subject teachers.
- h) Regularly observe trainees teaching, ensuring prompt feedback.
- i) Liaise with HE tutors on the progress of trainees.
- j) Contribute to written reports as required by ITT providers.
- k) Help subject teachers to apply ITE/ITT providers' procedures.
- l) Monitor ITE and graduate trainee provision on an ongoing basis.
- m) Maintain the expectation of all ITE trainees and School Direct trainees that they support and act in accordance with the school vision statement.

MONITORING AND EVALUATION

Notre Dame Catholic College is committed to contributing to the high quality training of teachers and will continue to monitor its ITE/ITT provision in the light of government and HEI guidelines.

Creation date:	Version	Policy Owner	Reviewed by	Approval date:	Review date:	Pages
July 2012	5	NW	NW Sept 2018	Sept 2018	July 2019	Page 2 of 2