

# Caedmon College Whitby

## Initial Teacher Training Policy

### College Governance Status

This policy was produced in 2010 and was adopted by the Governing Body. It will be reviewed whenever new Department for Education guidance is issued or every three years.

Review dates	By Whom	Approval date
October 2011	Staff and Governors	18.10.11
September 2014	Staff and Governors	15.09.14
September 2017	Staff and Governors	25.9.17



**Signed by the Chair of Governors:**

## **Initial Teacher Training Policy**

Caedmon College is committed to improving the quality of educational experience of all the students in the College and the wider community both now and in the future.

### Aims

- We are committed to providing high quality training for future members of the teaching profession.
- We will work in partnership with a range of Universities and Colleges to provide effective placements for trainee teachers where resources allow this.
- We believe that teacher training has strong beneficial links to school improvement and that it should form part of a career long programme for continuing professional development.
- We recognise that initial teacher training (ITT) makes existing teachers review and reflect on their own performance, positively affecting their own teaching and the learning of our students
- We recognise that ITT plays an important role in improving the recruitment and retention of teachers to the profession.

### Practice

- Caedmon College Whitby will work in partnership with a University or College provider to ensure that the course requirements of a school placement are met and that trainees have a successful placement where they are able to demonstrate that they can achieve and maintain the QTS standards.
- All trainees will be assigned a mentor and a 'host' tutor (for pastoral experience and support), a programme of regular timetabled meetings, lesson observations, feedback, coaching and other support leading to assessment of performance.
- Trainees will have access to the full range of ability students in all relevant Key Stages.
- Placements will be offered in subjects where capacity is available to take on a trainee, as judged by the ITT co-ordinator and Principal.
- We will ensure that teaching staff are given suitable training and support to undertake mentoring roles effectively.
- A professional studies programme will be devised to meet the requirements of the College or University, delivered by the ITT co-ordinator (or professional mentor) and other members of staff with expertise in certain areas.
- Prior to placement, an induction programme will be offered to enable the trainee to prepare for the placement.
- All trainees attending Caedmon College Whitby will have the appropriate level of DBS clearance and evidence of this will be kept on College files.
- Funding received for the trainee placement(s) will normally go to the host department's budget.
- All trainees are entitled to be treated by all members of the College in a professional manner as per any other teacher or member of staff.
- All trainees will have access to all the resources available, training and a full range of activities and opportunities that take place in the College, including appropriate staff, parent and curriculum meetings.

### Assessment

All relevant paperwork and reports will be completed as required. Records will be kept in line with expectations of the University or College.

- In the event of a failing trainee, University or College procedures will be followed carefully. The trainee and University or College will be kept fully informed.
- Caedmon College Whitby reserves the right to protect the quality of learning and teaching our students receive and in extreme cases we may remove a trainee from teaching a class or classes in order to exert that right.