



Tomlinscote  
School

# Initial Teacher Training Policy

<b>Policy Type:</b>	Mandatory
<b>Approved By:</b>	AQC
<b>Effective From:</b>	January 2023
<b>Revision Date:</b>	January 2025

**Preamble:**

- Tomlinscote School is ideally placed to provide training and experience in learning, teaching and pupil care. The school will aim to provide a stimulating and inspiring learning environment in which to train.
- Tomlinscote School is a member of the Court Moor Partnership, offering both School Direct and Reading University Core placements, and the George Abbot SCITT Partnership.
- The main focus of ITT at Tomlinscote School is the Post Graduate Certificate in Education (PGCE) qualification. The school also supports QTS only via the George Abbot SCITT programme.
- The audience for this policy includes staff, members of the AQC, parents and trainees on placement with Tomlinscote School.
- This policy will be reviewed on a bi-annual basis or when required by changes of context or procedural change of either the school or Higher Education Institution (HEI) providers.

**The benefits of ITT:**

- Involvement in ITT requires teachers to reflect upon their own practice and to justify their decisions.
- It helps teachers to develop and employ their coaching and mentoring skills.
- Recent graduates often provide a useful means of updating and extending contemporary subject knowledge.
- Involvement in ITT provides staff with a variety of opportunities for their own professional development leading to full accreditation as an ITT mentor.
- Exceptional trainees may be approached for staff vacancies providing the school with a 'home trained' Newly Qualified Teacher.
- Good practice will be shared through departments, the Initial Teacher Training Co-ordinator (ITTCo) and teacher mentor meetings.
- ITT is a source of revenue for the school.

**Accountability:**

- The ITTCo will provide the Principal with an annual training report.
- Training is an aspect of Appraisal for subject mentors and the ITTCo.
- The school will cooperate fully in all OFSTED, HEI quality assurance visits. QA documentation to be shared with Principal and SLT.

**Partnership:**

- Tomlinscote School is in partnership with the University of Reading, Court Moor School and George Abbot SCITT.  
Staffing and department conditions will determine if a placement is offered.
- The school is represented in the partnership by the ITTCo. Mentors are invited on a regular basis to contribute to the development of the course at Reading.

**Roles and responsibilities:**

- It is the responsibility of the ITTCo to implement the ITT policy within the school, manage a team of mentors and to induct and supervise all trainees within the school.
- The ITTCo will participate in the recruitment of School Direct trainees.
- The ITTCo will ensure the provision of a school based Professional Studies programme and a pastoral placement.
- The ITTCo will ensure representation at all ITTCo and subject mentor meetings held by HEI providers.
- The ITTCo will observe each trainee at each report stage and provide written feedback.
- The ITTCo will monitor and contribute to the assessment of the trainees' progress towards Qualified Teacher Status

- Should a trainee not be able to reach an acceptable standard the ITTCo will initiate procedures as to preserve the learning and wellbeing of pupils and teaching staff.
- The ITTCo will ensure that all trainees meet the requirements for safeguarding pupils and are aware of policies and practice regarding such at the earliest opportunity.
- School mentors must either attend partnership subject meetings or nominate a substitute.
- School mentors are responsible for providing a timetable of both lesson observation and classroom teaching. Mentors must also provide written and oral feedback and formal assessment against the published criteria for NQT status.
- Subject mentors and the ITTCo are to be chosen from established members of staff with experience, excellent subject knowledge and pedagogy.
- Invited staff, members of AQC and external agencies may make presentations as part of the Professional Studies programme.
- A proportion of funding received for training will be devolved to participating departments to cover the associated costs.

#### **Expectations:**

- It is expected that the HEI provider will respond in a timely manner to any requests for support or the notification of a failing trainee.
- It is expected that the HEI will make a number of prearranged visits to both the trainee and the mentor.
- The school expects all trainees to provide varied and relevant learning opportunities for all that they teach.
- The school expects that all trainees will abide by its code of conduct policy (see Appendix 1) for all staff and make a positive contribution to fulfilling the school mission statement in all respects.
- The school expects that all trainees will cooperate with all established protocols and establish good classroom management skills.
- The HEI provider and trainees can expect the school to maintain the partnership agreement.

Name of ITTCo: Dr Nikky Hammond