

INITIAL TEACHER TRAINING POLICY

A Principles

We are participating in College-based Initial Teacher Training because:-

- 1) We believe it is important that we are involved in training teachers for the future.
- 2) We believe that College-based training is a good form of training teachers of the future.
- 3) ITT provides a valuable source of staff development. It enables teachers to reflect on their own practice, expand their understanding and look afresh at teaching skills.
- 4) It will provide the opportunity for new ideas and enthusiasms to be generated within the College, and new links with other students.
- 5) The partnership with HEIs will be of benefit to the College in providing access to different resources and approaches.
- 6) It will benefit students by enabling them to experience a variety of approaches, giving them the opportunity for more individual work when students are working alongside class teachers, and providing them with help with extra-curricular activities.
- 7) Historically we have subsequently employed several trainees that have completed placements at KCC.

B Practice

1. Partnerships

Most of our partnership work is with Exeter University and Devon Secondary Teacher Training Group. This is to ensure coherency, consistency and ease of communication.

We occasionally work with other institutions as the need arises.

We have a maximum of ten students in the College at any one time.

We involve Kingsbridge Community College in any opportunities to develop our partnerships, for example, through the Partnership Development School Programme.

2. Responsibilities

2.1. The College will appoint an Initial Teacher Training Co-ordinator who will perform the role of Professional Tutor/Mentor.

It is the ITT Co-ordinator's responsibility to:-

- liaise with HEIs
- co-ordinate allocation of trainees to departments
- liaise with mentors and subject tutors
- organise the induction of trainees
- provide whole College experiences and awareness of wider educational issues
- give support and guidance to trainees, subject tutors and mentors
- monitor the teaching and wider contribution of trainees

- have responsibility for trainee welfare
- meet with subject tutors and mentors
- ensure all assessment requirements are met
- assist with career development of trainee
- coordinate the writing of references on trainees
- liaise with Leadership Team and Governing Body

2.2. Subject Mentors: Selection

Trainees are allocated to departments where there are experienced teachers, which are large enough to accommodate trainees and which are relatively stable in terms of staffing and other matters. The subject mentor is the Head of Department or another suitably experienced teacher. The subject tutor and/or mentor is appointed by the ITT Co-ordinator in consultation with HOD where relevant.

Those appointed as subject tutors meet these criteria:-

- be experienced and competent teachers
- have a readiness to recognise a range of teaching techniques and skills
- have a desire to develop their own awareness and expertise
- have a willingness to accept the greater work-load
- be willing to meet with trainees at least weekly, in their own time if necessary, and to liaise with other departmental staff, the College tutor and other subject tutors
- be a good listener, motivator and communicator
- be able to maintain detailed records of trainee progression

2.3. Subject Mentors: Responsibilities

- i) To attend the required training sessions organised by the HEIs
- ii) To organise a timetable of classroom work in accordance with the partnership requirements
- iii) To induct trainees into the department, including providing information on resources, assessment policy, National Curriculum requirements, student data, Health & Safety and procedures for rewards and sanction
- iv) To complete the paperwork required by the HEI
- v) To meet weekly with trainees for no less than an hour
- vi) To monitor the plans and evaluations for all lessons taught by trainees in the main subject
- vii) To liaise with the Mentor/Professional Tutor
- viii) To attend periodic meetings with other subject tutors and the ITT Co-ordinator
- ix) To liaise with HEI/University visiting tutor
- x) To undertake regular classroom observation
- xi) To monitor the effect of having trainees on students and other departmental staff
- xii) To ensure the trainees has access to a variety of teaching and learning styles
- xiii) To ensure that other departmental staff working with trainees are informed of
- xiv) To write or contribute to the writing of the required assessments
- xv) To assist trainees with their career development
- xvi) To contribute to the writing of references

3. Financial Arrangements

3.1. Rationale

The key people who ensure trainees have a worthwhile College-based training experience are the ITT Co-ordinator, the subject tutors/mentors. The job description of the ITT Co-ordinator incorporates responsibility for ITT so, by the nature of this post, he has been provided with time. However, the subject tutors and mentors take on this work as an addition to their job description. As no additional time is given to subject mentors, it is essential that they receive some remuneration for their extra work load.

Departments also receive additional finance to pay for the costs incurred and the extra work involved.

Some money is kept centrally to meet other costs, including financing additional purchases to the Staff Library and to give some benefit to the whole College.

3.2. Division of Money

The money is divided in the following way:-

- 40% as an honorarium to main subject tutors
- 30% to departmental funds of main subject
- 30% to whole College budget kept, initially, under a separate budget heading.

4. Other Arrangements

- 4.1. It is necessary for trainees to have areas where they can study. Wherever possible, this should be in the subject team base.
- 4.2. The Staff Library is available for trainee use and consideration of their needs should be borne in mind when books or materials are ordered.
- 4.3. Trainees must have the same access to resources, facilities and ICT equipment as all other staff
- 4.4. All photocopying expenses are met from the money allocated to departmental budgets.

5. Revision of Policy

This policy is reviewed by the Community Committee of the Governing Body every three years.

**Ratified by the Community Committee of the Governing Body
9th November 2009**