



INITIAL TEACHER TRAINING POLICY

Context

The Recruitment of skilful qualified teachers to the profession is essential if teachers and pupils are to experience quality teaching and learning. At Ratton School we value our contribution to the Initial Teacher Training Programme and support the training provided by a number of higher education providers.

Over recent years, schools have (in line with other institutions and public bodies) been working towards an improved understanding of the diverse nature of their communities. Much of this work is in response to new legislation that places an increased duty on schools and other settings. Legislation requires schools both to eliminate direct or indirect discrimination, victimisation or harassment and to promote equality for pupils, staff and others who use school facilities. These developments reflect the growing awareness of the need to view different equality strands beneath one umbrella, rather than seeing them as separate factions competing with each other for time and resources.

Status	Non Statutory
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Purpose

- To provide a comprehensive and varied programme of experience in order to develop initial teacher trainees competencies towards qualified teacher status.
- To introduce Initial teacher trainees to the school and acquaint them with the school's working practices and ethos.
- To familiarise the initial teacher trainees with the policies, physical layout and resources within the school.
- To provide a supportive and welcoming ethos for initial teacher trainees.
- To explain how Ratton School will help the initial teacher trainees make an effective contribution, and to further their professional development

Consultation	<ul style="list-style-type: none"> • AHT CPD, Head Teacher
Relationship to other policies	<ul style="list-style-type: none"> • New Staff Induction Policy • NQT Induction Policy
Relationship to standard operating procedures	<ul style="list-style-type: none"> • Recruitment

Role	Responsibility
Governors	<ul style="list-style-type: none"> • Establish this policy • Monitor and review the effectiveness of this policy
Headteacher	<ul style="list-style-type: none"> • Ensure structures are in place to support the effective implementation of this policy • Consult on this policy

Assistant Headteacher CPD	<ul style="list-style-type: none"> • Will ensure the school provides a School Based Professional Studies Programme • Take a lead in acquainting initial teacher trainees with the school's working practice and ethos • Provide initial teacher trainees with a subject mentor • Ensure new initial teacher trainees have access to all relevant resources policies and ICT facilities
Mentor	<ul style="list-style-type: none"> • The mentor will support and offer advice and guidance for the initial teacher trainees. As well as encouragement and support the mentor will provide day-to-day advice on the routines of the school, forward planning, resources, an understanding of the use of SIMs and the reporting and recording systems.
ICT Network Manager	<ul style="list-style-type: none"> • Will provide all new staff with access rights to all the schools electronic modes of communication.

Arrangements for Monitoring and Evaluation

- AHT CPD will receive reports from the ITT providers on the professional support provided by the school and will attend meetings with the providers as required.
 - Mentors will informally, throughout the year, report to AHT CPD on the induction process and will attend training meetings as required by the ITT providers
 - Governors to monitor on an annual basis and support as required.
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Date established by Governing body:	December 2009
Date for full implementation:	January 2010
Date of review:	January 2012

ANNEXES

On arrival at the school, the initial teacher trainees should be issued or offered access via paper or electronically to the following information:

- A copy of the staff handbook which is updated annually
- A copy of the current school improvement plan
- A copy of the annual calendar
- A folder containing school policies and guidelines
- A staff list with responsibilities and contact numbers
- A 'who do I see when..../ what do I do if.....' help sheet
- The name of a nominated member of staff/mentor from whom guidance can be sought
- Contact telephone numbers of the School and email contacts of mentor
- The initial teacher trainees should also be given any other relevant information they may need at this time.