



### 1. Rationale

At Priory CE Primary School we believe that taking part in the ITE programme brings many benefits to our school including:

- a focus on high quality teaching and learning across the school
- a shared commitment to the profession as a whole and an active role in the development of new teachers
- continuing professional development of all teachers through reflective practice, training and constant review of the standards for teachers
- benefits to the children in terms of teaching resource, teacher development and motivation.

### 2. Introduction

We recognise that over recent years there have been many changes to the arrangements made for Initial Teacher Education and subsequent career entry requirements and induction arrangements. We take Associate Teachers from the Keele and North Staffordshire Primary SCITT (KNSPS). We also take students from Staffordshire University, MMU and a range of other colleges. All will be referred to as Associate Teachers (ATs).

### 3. Purpose

In line with our committed whole school approach, all staff are invited and encouraged to take an active role in accommodating Associate Teachers (ATs), and contributing to their school based work.

Priory takes the responsibility of the partnerships training seriously and ATs are placed carefully with teachers who will be able to give them a good role model and effective mentoring arrangements. The needs and strengths of the Associate Teacher will be taken into consideration, as will the suitability of each cohort to accommodate an Associate Teacher.

The Associate Teachers need:

- opportunities to observe teachers at work
- to participate in teaching alongside experienced teachers
- to be confident to undertake periods of teaching, with increasing independence and responsibility
- opportunities to develop expertise and ensure effective teaching
- to develop effective ways of maintaining positive discipline and managing pupil behaviour.

### 4. Roles

The class teacher will act as mentor to the Associate Teacher working with them. Overarching responsibility for the AT's placement and assessment will rest with the Initial Teacher Education (ITE) coordinator/Senior Leader.

Our responsibilities include:

- providing opportunities for modelling and demonstration
- providing opportunities for observation of experienced teachers and subject leaders throughout school
- providing opportunities for discussion with subject leaders
- observation by the Teacher Educator (TE)/ITE coordinator
- sharing group and class teaching
- assistance with planning – both medium term and lesson planning
- providing opportunities for teaching/sequences of lessons
- development of subject knowledge
- assistance with marking, following the school's marking policy
- modelling positive behaviour management strategies in line with the school's policy
- effective deployment of teaching assistants
- resource management
  
- monitoring of Associate Teacher files
- liaison with university tutors

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- assessment of Associate Teachers' professional portfolios
- advising, where appropriate, on application and interview procedures.
- completion of relevant documentation for the KNSPS

### 5. Associate Teacher Responsibilities

These will be laid out in the Staff Handbook and in line with the provider's expectations. In addition, the following are of particular importance:

- punctuality – in school by 8.15 a.m. at the latest ready to greet children at 8.45am.
- confidentiality and an understanding of sensitivity issues surround some children.
- professional conduct
- professional dress
- commitment
- awareness of safety procedure – safeguarding, fire evacuation, first aiders, risk assessments and personal safety when dealing with challenging children

All relevant documentation is available in school and will be provided on request.

### 6. Managing the partnership

- Associate Teachers will be placed by agreement between the headteacher, the ITE co-ordinator and staff.
- Members of staff who are particularly interested in becoming or developing their role as a Teacher Educator will be able to access training including opportunities to work on masters modules with Keele University.
- All members of staff working with Associate Teachers will attend relevant training and undertake to keep up with new requirements.
- The TE must be given sufficient time to support Associate Teacher e.g. that laid out in the KNSPS partnership agreement.
- The monitoring of each Associate Teacher's progress should be a joint activity – to be agreed between the TE and the ITE co-ordinator.
- The Associate Teacher's progress and formal assessment will be undertaken and recorded e.g. in accordance with the system advocated by KNSPS.
- Formal assessment procedures – this involves liaison with KNSPS or other appropriate body, completing reports and other documentation. The school may be visited by an external examiner/moderator or be involved in Support for Concern procedures if an Associate Teacher looks likely to fail. This would be discussed in depth between class the TE, ITE co-ordinator, the Associate teacher and their personal tutor.

### 7. Monitoring and Review

The Senior Leadership Team and Governing Body are responsible for monitoring the implementation and effectiveness of this policy. It will be reviewed every two years or earlier if necessary.

Policy Author: Pam Keen

Policy Approved By: Shaun Morris (Chair of Business Committee)

Responsible Committee: Full Governing Board

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