



*Family, Faith, Celebrating Achievement*

# Baydon St Nicholas CE Primary School ITE (Initial Teacher Education) Policy

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## **Introduction**

At Baydon St Nicholas 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.

We work with Bath Spa University and the Westminster Institute for Education.

## **Purpose**

In line with our committed whole school approach, all staff are invited and encouraged to take an active role in accommodating trainee teachers and other students and contributing to their school based work.

Baydon CE Primary School takes the responsibility of the partnerships training seriously and trainees are placed carefully with teachers who will be able to give them a good role model and

effective mentoring arrangements. The suitability of each cohort to accommodate a trainee will also be taken into consideration when notifying educational establishments of places available.

The trainees 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.

## **Roles**

The class teacher will act as mentor to the trainee working with them. The Deputy Head Teacher is the school based ITE coordinator and along with the Head Teacher will have overarching responsibility for the trainee's placement and assessment.

Our responsibilities include:

- Providing opportunities for modelling and demonstration
- Providing opportunities for observation of experienced teachers throughout school
- Providing opportunities for discussion with subject leaders when needed
- Observation by the teacher/mentor/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
- Resource management
- Monitoring of trainee files
- Liaison with university tutors
- Advising, where appropriate, on application and interview procedures.

## **Trainee Responsibilities**

These will be laid out in the University Trainee's Handbook, and in addition, the following are of particular importance:

- Punctuality – the school doors open at 8:40. It is expected students arrive in time to suitably prepare for the day.
- Confidentiality regarding pupils
- 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.

## **Managing the Partnership**

- Trainee teachers will be placed by agreement between the Head Teacher, Deputy Head Teacher and staff.
- Members of staff who are particularly interested in furthering student partnership awareness will be able to access training.
- The mentor/class teacher must ensure that sufficient time to support trainee teachers through observation is provided and planned for as per university requirements
- The trainee's progress and formal assessment will be undertaken and recorded in accordance with the system advocated by the university/higher education establishment in question.
- Formal assessment procedures – this involves liaison with the university, completing reports and other documentation.
- The school will accommodate visits by university staff.

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