



**SUFFOLK & NORFOLK**

*School Centred Initial Teacher Training*

## **Assessment Only Route Partnership Agreement – 2016-17**

Suffolk and Norfolk School Centred Initial Teacher Training, an accredited ITT provider, is committed to working with schools preparing Assessment Only Route candidates (AOs) to teach in schools in the counties of Suffolk and Norfolk. Suffolk and Norfolk SCITT is a partner in training for Qualified Teacher Status (QTS) via employment-based routes in both Primary and Secondary phases. The Assessment Only Route is an employment-based route so preparation for assessment takes place and is managed by the employing school.

The Partnership is governed by the Requirements for Initial Teacher Training published by the National College for Teaching and Leadership (NCTL). The following Agreement, which should be read in conjunction with the Requirements, outlines the responsibility of partners for all aspects of the training, preparation and assessment of Assessment Only Route candidates (AOs).

### **1. Responsibilities of Suffolk and Norfolk SCITT**

As the Accredited ITT Provider, SCITT will:

- 1.1 Provide the administration procedure by which Assessment Only candidates are selected, supported and assessed in schools;
- 1.2 Carry out quality assurance of the selection of AOs for the AO Programme to ensure their suitability to teach;
- 1.3 Assess the individual preparation needs of the AO;
- 1.4 Provide a coherent and relevant Preparation Plan with opportunities for personal and professional development in preparation for Teachers' Standards assessment;
- 1.5 Offer guidance on preparation for Final Assessment;
- 1.6 Provide additional support through a subject visit by a subject or phase specialist;
- 1.7 Provide the AO with access to current SCITT core training and subject-specific programmes, where relevant to the AO's Preparation Plan;
- 1.8 Provide places at briefing events for School Mentors and Professional Tutors, where appropriate, to ensure effective delivery of the programme;
- 1.9 Appoint a suitably qualified and experienced Final Assessor;
- 1.10 Provide the administration for supporting the AO's assessment, including reporting and organisation of the quality assurance and moderation process;
- 1.11 Provide clarity of roles, responsibilities, resourcing and financing of the Programme.

## **2. Responsibilities of the School**

The School will:

- 2.1 Conduct an interview as part of the process of selection for the AO Programme, against the selection criteria as set out by Suffolk and Norfolk SCITT, allowing AO Assessors to attend as required;
- 2.2 Brief relevant staff about the commitment involved in placing an Assessment Only candidate on the Programme;
- 2.3 Appoint a School Mentor who meets the responsibilities outlined in Section 3 below;
- 2.4 Appoint a Professional Tutor, if appropriate, who will co-ordinate the work of the Assessment Only candidate and School Mentor within the school, provide a professional studies programme and moderate assessments against Teachers' Standards;
- 2.5 Release the Assessment Only candidate and School Mentor to attend the Selection and Initial visit (SIV), appropriate training sessions and Final Assessment interviews;
- 2.6 Allow a subject assessor to visit to gauge the validity of the AO's subject/phase knowledge;
- 2.7 Provide a suitable timetable giving the AO varied teaching experience across two consecutive age ranges and the opportunity for personal and professional development, including non-contact time for planning, preparation, assessment and reflection (this may include reducing the AO's timetable as appropriate to the Preparation Plan for the duration of the AO Programme);
- 2.8 Allow time for School Mentors and/or other experienced teachers to observe teaching and give feedback to the AO candidate; and allow time for regular school-based training/discussion sessions between the AO candidate and Mentor, as required by the Preparation Plan;
- 2.9 Release the AO candidate to make visits to other schools or attend training courses where specified at the Initial Assessment visit and in the Preparation Plan;
- 2.10 Take full responsibility for the AO's employment contract, checking references, CRB/DBS, health checks, etc;
- 2.11 Ensure that the Partnership Agreement reply slip between the School and the Suffolk and Norfolk Accredited SCITT Provider is signed and returned to the SCITT Salaried Office, Norwich Professional Development Centre, 144 Woodside Road, Norwich, Norfolk, NR7 9QL.

## **3. Responsibilities of the School Mentor**

The School Mentor will:

- 3.1 Be an experienced qualified teacher who is an excellent classroom practitioner teaching the primary curriculum or the secondary subject for which the Assessment Only candidate is seeking QTS;
- 3.2 Have a commitment to Initial Teacher Training (ITT), preferably being experienced in training and assessing teachers against the QTS Teachers' Standards;
- 3.3 Be fully briefed about the nature of the AO School Mentor role, and take it on willingly;
- 3.4 Provide significant support in developing the AO's subject knowledge for teaching;
- 3.5 Give full information on classroom organisation, planning, curriculum, assessment, effective teaching and learning in schools;
- 3.6 Observe the AO teaching once per week using the SCITT observation form and provide feedback on lessons observed, including setting targets for further development;
- 3.7 Have the ability to coach and mentor effectively and form a supportive relationship with the AO;

- 3.8 Review the Preparation Plan for the AO and ensure it is completed;
- 3.9 Complete the Teachers' Standards Assessment Grid (TSAG) prior to final assessment;
- 3.10 Arrange regular and undisturbed training, discussion and feedback sessions with the AO. This will include guidance and target-setting to support the development of a portfolio of evidence.

#### **4. Responsibilities of the Professional Tutor - (where applicable)**

The Professional Tutor will:

- 4.1 Provide opportunities for the AO to observe teachers in the relevant subjects and age ranges;
- 4.2 Be responsible for arranging a Professional Studies programme that will meet the needs of the Assessment Only candidate's Preparation Plan;
- 4.3 Ensure that the AO is provided with a copy of the Preparation Plan, and has sufficient time and resources to enable them to attain the Teachers' Standards for QTS;
- 4.4 Manage, monitor, quality assure and support the work of School Mentors within the school;
- 4.5 Observe the AO at least once as a paired observation with the School Mentor in order to moderate consistency of assessment;
- 4.6 Have overall responsibility within the school for liaising with Suffolk and Norfolk SCITT on all matters pertaining to AOs;
- 4.7 Ensure, with the School Mentor, that the Preparation Plan for the Assessment Only candidate is completed;
- 4.8 Co-ordinate the arrangements for final assessment.

#### **5. Responsibilities of the Assessment Only candidate**

The Assessment Only candidate will:

- 5.1 Complete, with the support of the School Mentor, an application form for a place on the AO programme and agree to take part in an interview to assess suitability;
- 5.2 Successfully complete the two professional skills tests at a local test centre, prior to the Selection and Initial Visit.
- 5.2 Gather evidence for subsections 4b and 5a of the Teachers' Standards prior to the selection and initial visit;
- 5.3 Take part in a Selection and Initial visit (SIV), with an Assessor from Suffolk and Norfolk SCITT;
- 5.4 Allow a subject assessor to visit to assess subject/phase knowledge and understanding;
- 5.5 Take part in any training required by the Preparation Plan including attending in-school or outside training events;
- 5.6 Undertake any task required by the Preparation Plan, or the subject knowledge visit to demonstrate progress and coverage of subject knowledge for teaching;
- 5.7 Become familiar with the statutory requirements of teachers in England and Wales, and codes of professional conduct;
- 5.8 Accept and act on advice given by the School Mentor and Professional Tutor, where appropriate;
- 5.9 Keep records of any School Mentor meetings, including target setting and lesson evaluations;
- 5.10 Develop a portfolio of evidence showing that you have met all the Teachers' Standards for QTS.

## **6. Entitlements of the Assessment Only candidate**

The partnership will provide the following as an entitlement to the Assessment Only candidate:

- 6.1 A fair and timely selection process in line with national requirements for Qualified Teacher Status (QTS) and selection criteria as set out by Suffolk and Norfolk SCITT;
- 6.2 Guidance from appropriately qualified persons, to support the development of professional values as specified in the Teachers' Standards;
- 6.3 Opportunities for reflection on practice, and for personal and professional development;
- 6.4 A preparation process which offers supportive developmental feedback, a moderated system for making final assessments, and a reporting system linked to the newly-qualified teachers' career entry and development profiles and subsequent professional development;
- 6.5 Access to appropriate resources, guidance and support in order to meet the above provision.

## **7. Schools suitable for the AO partnership**

- 7.1 The last Ofsted report shows that the school, and the department for secondary subjects and key stage or year team for primary, is preferably working at a level of good/outstanding.
- 7.2 The school must be able to provide a School Mentor who is experienced in teaching the full range of subject matter for which the Assessment Only candidate is seeking QTS;
- 7.3 The school has a commitment to Initial Teacher Training (ITT) and to Continuing Professional Development;
- 7.4 The school allows time for the School Mentor to support the AO candidate;
- 7.5 The school has been fully briefed about the nature of the AO programme and School Mentor role, and is taking it on willingly;
- 7.6 The school can provide regular relevant sessions for the Assessment Only candidate to complete his or her Preparation Plan and file;
- 7.7 The school can provide an appropriately experienced Professional Tutor (which may be the Headteacher) who will co-ordinate and support the work of the Assessment Only candidate and School Mentor within the school;
- 7.8 Where there is sufficient evidence that the above criteria are not fulfilled, the school will be withdrawn from the AO Programme partnership with Suffolk and Norfolk SCITT.

## **8. Funding Arrangements**

- 8.1 Schools/employing body are charged £2,650, (£400 for the cost of the selection visit and the balance payable upon acceptance onto the Assessment Only Route) to cover the costs of programme management, administration, visits and assessment for the Assessment Only route;
- 8.2 Independent Schools are charged at the same rate;
- 8.3 Where Assessment Only candidates withdraw from their programme, none of the fees are refundable except in very exceptional circumstances (to be decided by the Suffolk and Norfolk SCITT Leader);

- 8.4 Electronic versions of the AO route Handbook are not charged and may be printed by the school;
- 8.5 Specific preparation activities for Assessment Only candidates according to needs identified in the Preparation Plan will be funded by the school, including any costs of supporting and observing in school;
- 8.6 Access to current SCITT core training and subject-specific programmes, where relevant to the AO's Action Plan, will not be charged (please note, only three sessions will be provided at no cost, however, should further training be identified, the charge to attend will be £50 per session);
- 8.7 One subject knowledge for teaching visit by a subject or key stage specialist will be provided without charge to the school;
- 8.8 One interim visit by an AO Assessor will be provided without charge to the school;
- 8.9 Any additional visits required by any of the Assessors will be charged to the school at £185 per half day.
- 8.10 The costs of any appeal will be met by the school, unless upheld.