



SUFFOLK & NORFOLK

School Centred Initial Teacher Training

Assessment Only Route Partnership Agreement – 2019-20

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).

Content and Delivery

The Suffolk and Norfolk SCITT AO Programme is an employment-based route for achieving Qualified Teacher Status (QTS) while working as a teacher in the counties of Suffolk and Norfolk or adjacent counties. The AO teacher follows an individual assessment programme leading to QTS. It is not intended for those who need a teacher training programme.

Suffolk and Norfolk SCITT welcomes applications from those who meet all the entry requirements and are working in a school which will fully support the candidate through the application and assessment process.

The period of assessment is a maximum of three months, beginning when the AO is registered with the National College of Teaching and Leadership.

Before the three-month period begins AOs must meet all entry requirements; send in their application form and have it checked for compliance; take the two professional skills tests; begin to gather a portfolio of evidence; take part in a selection process; and be accepted onto the AO Programme.

During the three-month period AOs will complete their individual preparation plan; receive a visit regarding Subject Knowledge for Teaching; be formally observed teaching on a number of occasions; receive one monitoring and support visit; complete the portfolio with evidence that they meet all the Teachers' Standards; and have their Final Assessment.



Although the AO route does not offer any specific training, some AO teachers may need to address certain professional development issues, which would have been ascertained on the Selection and Initial Needs Visit.

AOs are entitled to attend any of the weekly core training/subject knowledge sessions provided in both Suffolk and Norfolk by Suffolk and Norfolk SCITT for up to three sessions at no additional charge. The programme for these core training sessions may be found by contacting SCITTSalariedAdmin@norfolk.gov.uk or on 01603 307703. AOs must contact the SCITT Office **in advance** should they wish to attend. Additional sessions can be attended; contact the SCITT Office for details of cost.

For final assessment, the AO will present the completed portfolio of evidence demonstrating that he or she knows and meets the Teachers' Standards (including all the sub-sections and Part 2), with a complete 'portfolio evidence table' included. The portfolio must be available for scrutiny from the start of the day, and the evidence table is taken away at the end of the assessment.

The Final Assessor will also:

- observe two lessons amounting to approximately two hours of teaching (in the case of primary AOs, at least one of the lessons observed will be in a core subject; for secondary AOs the two lessons should be in different key stages)
- discuss with the School Mentor (approx 30 minutes)
- discuss with the AO (approx 60 minutes)
- examine the separate folder showing that the preparation plan was completed.

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 and subject knowledge training and subject-specific programmes, where relevant to the AO's Preparation Plan; (maximum of three sessions free of charge)
- 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.
- 5.3 Gather evidence for subsections 4b and 5a of the Teachers' Standards prior to the selection and initial visit;
- 5.4 Take part in a Selection and Initial visit (SIV), with an Assessor from Suffolk and Norfolk SCITT;
- 5.5 Allow a subject assessor to visit to assess subject/phase knowledge and understanding;
- 5.6 Take part in any training required by the Preparation Plan including attending in-school or outside training events;
- 5.7 Undertake any task required by the Preparation Plan, or the subject knowledge visit to demonstrate progress and coverage of subject knowledge for teaching;
- 5.8 Become familiar with the statutory requirements of teachers in England and Wales, and codes of professional conduct;
- 5.9 Accept and act on advice given by the School Mentor and Professional Tutor, where appropriate;
- 5.10 Keep records of any School Mentor meetings, including target setting and lesson evaluations;

- 5.11 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 Executive 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 £80 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 the Assessors are normally charged at £150 per half day, but the charge could reach £185 depending on the distance the Assessor has to travel.
- 8.10 The costs of any appeal will be met by the school, unless upheld.

*All costs are based on assessors travelling to schools in Norfolk and Suffolk. The AO route is available to Instructors located within the immediate boundary counties, however, an additional charge will be made to cover the extra mileage. This will be notified at time of application.

DBS and other Checks

DBS and Prohibition Order Checks:

It is the responsibility of the employing school to ensure the relevant checks have taken place prior to the start of the AO period. The employing school must inform SCITT Salaried Office in writing that all checks have taken place and that the candidate is considered suitable to undertake the AO assessment leading to QTS.

Health:

All applicants, as employees of the school, will have undergone pre-employment health checks. The employing school should confirm in writing to Suffolk and Norfolk SCITT that the candidate is 'Fit to Teach'.

Safeguarding

The school must provide evidence to Suffolk and Norfolk SCITT that the AO candidate has undertaken safeguarding training in line with school policies and procedures.

All Suffolk and Norfolk SCITT programme staff have DBS checks.

Data Protection

- All AO candidates will sign the Suffolk and Norfolk SCITT Privacy Notice and Data Protection Policy and have agreed that their information can be shared with Suffolk and Norfolk SCITT AO staff and consultants where it is necessary in order for us to fulfil the training contract that we have entered into with them.

- Suffolk and Norfolk SCITT AO staff and consultants will use their county council or Suffolk and Norfolk SCITT email addresses for any communication relating to the course.
- Suffolk and Norfolk SCITT AO staff and consultants will keep any information relating to AO candidates (paper or electronic) securely
- Information on AO candidates (paper or electronic) will be kept securely in the SCITT office. Information on unsuccessful AO applicants (paper and electronic) will be kept for 1 academic year and then destroyed. Data on successful AO applicants (paper and electronic) will be kept for 7 years after training is completed and will then be destroyed.
- For full details, please refer to Suffolk and Norfolk SCITT's Data Protection Policy, see <http://www.suffolkandnorfolkscitt.co.uk/partnership>

Formal Organisation and Management Of The Partnership (Including Functions Of Groups And Committees)

Programme Committee

- This group gives trainees, trainers, Headteachers and School Mentors the opportunity to feedback on the course structure, to evaluate successes and areas for development in the future.
- The minutes of this meeting are shared at the Steering Group meeting.

Steering Group

- This is a large group of representatives from strategic and school partners from across the primary and secondary programmes. It monitors the work of all programmes and helps define and develop policy and practice.
- The group has a QA and programme improvement function and discusses program developments. It makes recommendations to the Steering Group.

Strategic Board

- This group consists of senior representatives from our strategic partners (Suffolk County Council, Norfolk County Council, the University of Suffolk) as well as five Headteachers and the Executive Leader for Suffolk and Norfolk SCITT. It is the ultimate governing body of the organisation.

Quality Assurance (including improvement planning and self-evaluation)

Suffolk and Norfolk SCITT undertakes a rigorous programme of QA and self-evaluation to ensure the quality of the programme is always improving.

Before Training:

- Candidates undergo a rigorous selection procedure.
- All trainees will have passed the NCTL Professional Skills Tests before commencing training.
- All trainees will hold the relevant qualifications for entry to ITT. SCITT office staff/AO Assessors verify the original certificates.

During Training:

- School representatives attend Steering Group meetings and Programme Committees to ensure their views are represented and discussed.
- Suffolk and Norfolk SCITT Improvement plans and self-evaluation documents are shared with schools at the above meetings to ensure all partners are involved.
- Placement schools work in partnership with SCITT to ensure that the assessment of trainees against the Teachers' Standards is moderated in line with the Suffolk and Norfolk SCITT QA policy.

Criteria for Removing Schools From The Partnership Where Quality Issues Arise

AO providers should satisfy themselves that employing schools have the capacity to undertake their responsibilities. Where a school has serious weakness or is in special measures, it may still be possible to use the school, especially if the improvements to be made do not affect the subject or age range in which the candidate is being assessed. Suffolk and Norfolk SCITT would need to be confident that the candidate will not be disadvantaged by being assessed in the school and that the situation will be kept under close review.

Schools may be deselected and the assessment process terminated when it becomes apparent that the terms of the Partnership Agreement are not being fulfilled, or when an issue of concern arises in the context of an Ofsted report or other related 'quality' evidence.

For further details please refer to our Schools Going into an Ofsted Category During Training Policy.

Promotion on Equality of Opportunity

Suffolk and Norfolk SCITT are committed to an inclusive approach to the delivery of Initial Teacher Training.

We want to make sure no-one training or working with Suffolk and Norfolk SCITT is discriminated against for any reason, including:

- race / ethnic origin
- disability
- gender
- age
- religion/ belief
- sexual orientation
- caring responsibilities

We will seek to reflect our commitment to equality and diversity in all aspects of the delivery of learning and teaching to our trainees and in our dealings with members of the public, other agencies and suppliers of services and supplies.

Suffolk and Norfolk SCITT is committed to ensuring staff receive information and training to enable them to understand their obligations, inter alia, with regard to equality and diversity.

For full details please refer to our Equality and Diversity Policy

The Partnership Agreement is reviewed annually

Related Policies

(Available on request)

- Equality and Diversity Policy
- Quality Assurance Policy
- Safeguarding Policy
- Schools Going into an Ofsted Category During Training Policy
- Trainee Recruitment and Selection Policy