



SUFFOLK & NORFOLK SCITT
PERSONALISED. RELATIONAL. ETHICAL

Suffolk & Norfolk SCITT

Pre-Assessment Only Route

Handbook

2019-20

Welcome

The Pre- Assessment Only route prior to gaining a place on the Assessment Only Route to gain QTS is run by the Suffolk and Norfolk SCITT Accredited Provider, which is authorised by the Department for Teaching to assess trainees leading to the award of Qualified Teacher Status. Suffolk and Norfolk SCITT takes pride in being a supportive and forward-looking ITT provider which consistently achieves high quality outcomes.

Our Pre-AO route is designed for those candidates who are teaching in schools as Instructors but who do not yet meet the criteria to gain a place on the Assessment Only Route. **The Pre-Assessment Route will prepare candidates for the Assessment Only Route and will identify development needs earlier, enabling them to meet the requirements of the AO programme more readily.**

There are a range of circumstances whereby schools employ unqualified teachers as Instructors. These people can gain QTS through the Assessment only Route after 2 years of fte teaching in schools. They also need a degree and experience of two schools and two age ranges. (For more information on the criteria required to gain a place on the AO Route go to <https://www.suffolkandnorfolkscitt.co.uk/secondary-teaching/a> or <https://www.suffolkandnorfolkscitt.co.uk/primary-teaching/assessment-only-route>).

However, there are many Instructors who do not yet meet these criteria and it is for those people that the Pre-Assessment Only programme is designed. These people might be teaching, as instructors, in independent schools, in further education, maintained schools, free schools or academies. Suffolk and Norfolk SCITT welcomes applications from those who intend to complete the Assessment Only Route in time and are working in a school which will fully support the candidate through the application pre-assessment Programme and onto the Assessment Only Route.

This Handbook aims to provide full information needed by all partners in the Pre-AO Route.

Please contact us with any enquiries, as well as comments or suggestions for further development. For further information or support, in the first instance, please contact during term time only:

Heather Suckling AO Administrator
Suffolk and Norfolk SCITT
Norwich PDC
144 Woodside Road, Norwich, NR7 9QL
Telephone: 01603 307703 Email: heather.suckling@norfolk.gov.uk

Or Gill Riley -Programme Leader – gill.riley@suffolkandnorfolkscitt.co.uk

The Suffolk and Norfolk SCITT Pre- AO Programme

Introduction

The Suffolk and Norfolk SCITT Pre-AO Programme is an employment-based route leading to the Assessment Only Route for achieving Qualified Teacher Status (QTS) while working as a teacher in Suffolk and Norfolk or adjacent counties. The Pre-AO teacher follows an individual assessment and development programme leading to the AO route.

Suffolk and Norfolk SCITT (hereafter referred to as 'SCITT' or 'the Provider') is the accredited provider responsible for delivering the Pre-AO Programme. The Provider's Assessment Board recommends successful applicants for the AO route and subsequently for QTS to the DfE.

This online AO Handbook will be regularly updated to incorporate any further changes in requirements or procedure.

Who is the Pre- AO Route For?

The Pre-AO route is intended for unqualified Instructors who are hoping to gain QTS through the Assessment Only Route but do not yet meet the AO route criteria. They might be working towards attaining a GCSE Grade C or above in maths English or in the case of Primary applicants, a science, or completing their degree, or not yet have 2 years full time equivalent experience as an Instructor or have only experience of one school or one age range.

HLTAs will be eligible for the Pre-AO route if they have sufficient experience of and responsibility for planning, teaching, assessing, etc. but do not yet have overall responsibility for classes or groups of pupils. However, the expectation would be that the school would be looking for them to have full classroom responsibility in the near future.

Some overseas trained teachers might still need to meet the above requirements for the AO route, such as those qualifying in Australia but not completing the initial year's teaching.

Fees

There is an initial £30 application processing fee payable by the Instructor or supporting school/employer in the form of a cheque made payable to Suffolk County Council.

This is followed by a Development Meeting fee of £400 whereby an AO Assessor visits the school to observe a lesson, talk to the Instructor's line manager and the Instructor and to create a Development Plan. The Assessor will monitor progress towards meeting the Development Plan. This fee will be invoiced direct by Suffolk County Council.

When the Instructor is ready to progress onto the AO route a modified Selection Visit, than that normally undertaken on the AO route, will take place. The fee will be reduced to £250. In the unlikelihood that the Instructor is unsuccessful, or the School or Instructor decide not to proceed at this point, the costs of processing the application, the pre-AO route and of the selection visit will not be refunded.

Once accepted onto the AO route, the full fees become payable as a further non-returnable charge of £2,250. Please note neither programme receives funding from the DfE.

The Provider welcomes applications from teachers at Independent Schools who will be charged at the same rates outlined above.

We will accept applications from beyond the Suffolk and Norfolk county boundaries. An out-of-county charge, depending on location, is made to cover additional travel time and cost.

- The total fee for the AO route is £2650.
- For Instructors, who take firstly the Pre-AO route and then move onto the AO route itself, the total cost is £2900.
- Thus the Pre-AO route is being provided for just £250

Application

The application will be a joint one from the school and the Pre-AO candidate. An application form should be downloaded from the SCITT website by following the links.

The School/Instructor should send in:

The fully completed application form ensuring that contact details of the Instructor, School contact and School are included and all necessary signatures are given.

On the application form, the Instructor needs to ensure that they have stated their role and responsibilities and indicated whether it is their intention to follow the AO programme as soon as they meet the requirements.

The application administration fee of £30, cheque made payable to Suffolk County Council, should be included

If your qualifications were not gained in the UK, it is important that a NARIC statement of comparability accompanies copies of your overseas certificates.

Applicants should visit the National Academic Register Centre (NARIC) website to find out whether their qualifications are considered to be equivalent to UK GCSEs and degrees by requesting a “statement of comparability”. Please note that the onus is on applicants to prove that qualifications are equivalent. The NARIC statement must accompany the application.

There are no application deadlines. Schools and Pre-AO candidates may submit their applications at any time throughout the school year.

Applications should be sent by post to the AO Administrator, Suffolk and Norfolk SCITT Office at the Norwich Professional Development Centre, 144 Woodside Road, Norwich, NR7 9QL or can be emailed to heather.suckling@norfolk.gov.uk (term time only) or there are other contact details on the SCITT website.

Special Schools

Suffolk and Norfolk SCITT are happy to accept applications from Pre-AOs in special schools as long as there is a partnership with a mainstream school. Full details should be given at the time of sending in the application form. Applicants from special schools need to form a close link with their mainstream school and become familiar with the needs of pupils in the classes concerned so they are able to demonstrate good (or outstanding) teaching in a mainstream context prior to

applying for the AO route, where much of the assessment is carried out in the mainstream school.

The Pre-Assessment Only Programme

The Assessor will visit the school to carry out the following activities:

- Observe teaching of about an hour's duration to determine that they feel that the Instructor is working at a level which is likely to be that of at least a 'good' NQT by the time the candidate joins the AO programme
- Meet with the Instructor's mentor or line manager or professional tutor to discuss areas in which the candidate needs further development.
- Meet with the Instructor to give feedback on the lesson and discuss development needs in light of the Teachers' Standards.
- Compile a Development Plan which is likely to include on-line courses, practical activities, observation of others etc etc. This will be monitored by the assessor during the course and feedback and progress discussed on-line to ensure that the Instructor is ready for the AO programme and is working at the required level. .

Examples of the On-line courses

- | | |
|-----------------------------|-------------------------|
| • Active Questioning | Assessment for Learning |
| • Engagement | Managing Behaviour |
| • Grey & Invisible Students | Independent Learning |
| • Marking & Feedback | Working with TAs |
| • Talk for Learning | Promoting Inclusion |

After the Pre-AO Programme

The expectation is that the Pre-AO candidate will continue onto the AO programme. For some Instructors this might be immediate but for others there might be a time gap depending on them meeting the AO requirements. Either is acceptable.

Once they meet the AO requirements, there will be a modified Selection Visit where another lesson will be observed, a formal interview will take place and any further development needs identified through a Preparation Plan.

By following the Pre-AO route, the Instructor will be better prepared for the AO route as this Pre-AO programme will provide the school and the Instructor to decide if the AO route is appropriate for them and in what timescale.

Any questions or further information then please contact Gill Riley – Suffolk and Norfolk SCITT Assessment Only Programme Leader on gill.riley@suffolkandnorfolkscitt.co.uk