



## John Taylor high School SCITT:

### PROCEDURES FOR THE ASSESSMENT AND FAILURE OF TRAINEES GIVING 'CAUSE FOR CONCERN'

Trainees may give 'cause for concern' arising from:

- a) failing to meet the high standards of professional and personal conduct required of a teacher
  - b) a lack of progress in the development of their teaching skills.
  - c) concerns by a placement school or/and QA tutor that the trainee's teaching is not on track to be at least consistently 'good' by the end of the training
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#### Cause for concern relating to professional and personal conduct

1. Trainees must, at all points within the training, demonstrate consistently high standards of personal and professional conduct, as set out in the preamble to the Teachers' Standards and Part 2 of the Teachers' Standards. All members of the SCITT and staff in partner schools have a duty to inform the Course Manager or SCITT Director if they believe a trainee's attitude or personal or professional conduct does not meet these high standards. **The SCITT Director acting with the agreement of a member of the Management Board, has the right to suspend a trainee from training, with immediate effect, if his/her attitude or professional or personal conduct falls seriously short of any of the requirements in any part of the Teachers' Standards.**
2. If the Course Manager or SCITT Director has any reason to believe a trainee's attitude, behaviour or conduct is not consistently meeting the requirements set out in the Teachers' Standards the trainee will be informed of these concerns. If the concern is serious this will lead to a formal meeting with the Course Manager, SCITT Director and a member of the Management Board, to discuss the matter further. A written record of this meeting will be kept outlining:
  - a. the areas of concern & the implications for the trainee in meeting the Teachers' Standards;
  - b. any decisions made in the meeting regarding further actions, including whether the trainee is considered 'unfit to proceed' with training, or targets set for the trainee to meet the standards, with a clear timescale for improvement.
3. If a trainee is considered "**unfit to proceed**" the following procedure should be followed.
  - a) The trainee is informed of the decision at a meeting that includes Management Board representatives and this is confirmed in writing within 3 working days, including reasons and the trainee's right to appeal.

- b) The trainee has 10 working days from the receipt of the letter to make representations to the Management Board. If the trainee does appeal the

Management Board should review both sides of the case and decide whether to uphold or override the decision. If the decision is overridden, there may be conditions attached. The trainee must be informed in writing of the decision and reasons within three working days.

- c) In cases where it is deemed the trainee is 'unfit to proceed' this matter must be discussed at a meeting of the SCITT Executive Board
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### Cause for concern relating to progress against the Teachers' Standards, Part 1: Teaching

4. All staff involved in the assessment of trainees will be reminded of the paramount importance of early detection of underperformance. If it becomes apparent at any point throughout the programme that a trainee is not making satisfactory progress against Part 1 of the Teachers' Standards, then the procedures, as detailed below, must be followed by **all** staff supporting the trainee. It is important that either the Course Manager or SCITT Director is contacted immediately by the Headteacher or Professional mentor where there is a concern. This will ensure appropriate supportive action for the trainee, school and pupils is put in place as soon as possible.
5. Trainees are assessed on a weekly basis on all aspects of their work in school, against the standards, with reference to assessment criteria given by the SCITT.
6. Any trainee whose practical work in school is giving serious cause for concern and a trainee is at risk of failing to meet the standards, or for whom other aspects of the work in school, including professional conduct, generates concern about their suitability for teaching will normally be first identified by the subject or professional mentor in the placement school or the Subject Development Leader.
7. This will be communicated immediately with the SCITT Course Manager or SCITT Director who will discuss the situation with relevant staff. A Cause for Concern will be initiated. This will result in either:
  - a) A personalised intervention to being drawn up. The intervention plan will have clear targets and a timescale for achievement of the targets. The School will closely monitor progress against the action plan and contact the Course Manager if the concern remains. If good progress is made by the trainee normal moderation visits by staff working on behalf of the SCITT will be used for any further review of the trainee's practical teaching skills and or conduct.

Or

- b) A visit by the course Manager to the school to discuss the situation with relevant staff. The trainee will be observed by the Course Manager, a personalised intervention plan will be drawn up with clear targets and a timescale in which they should be achieved. The Professional Mentor should be involved at this stage if they are not already supporting the trainee. A further visit will be arranged by a member of the SCITT Team to assess whether the targets have been met.
4. The trainee will be given an opportunity at any point to set out his/her perception of the issues of concern. S/he may also contact the Course Manager at any time during the training to seek guidance. Trainees may also request of the Course Manager that they be given the opportunity to speak to another representative of the Management Board regarding concerns that may have arisen
  5. Throughout the process there will be weekly communication between the school, the SCITT and the trainee and all communications will be documented.
  6. Should the trainee's performance improve, the normal procedures for assessment, including weekly reviews and the end of teaching placement report, will be used for further review and development of the trainee's skills against the QTS standards.
  7. Should there be insufficient improvement in the trainee's performance within the agreed timescale against targets set out on the Cause for Concern action plan document then the school and SCITT should agree whether or not the trainee should continue with the placement.
  8. If the trainee is withdrawn or withdraws from the placement school, then it is the responsibility of representatives of the Management Board to interview the trainee. It is also the responsibility of representatives of the Management Board to interview any trainee who is assessed at the end of a teaching placement to have failed, in one or more areas of the standards, to be on track to meet the QTS standards at the end of the course.
  9. In both the above situations the Management Board representatives should agree a further programme, which may include repetition of sessions, additional coaching and support. The trainee may be required to extend training, including re-sitting a teaching placement at the same level, or may be deemed "**unfit to proceed**".
  10. In cases where the initial causes for concern are so grave or acute as to need immediate intervention and withdrawal of the trainee from the school as 'unfit to proceed' the Professional Mentor will contact the SCITT Director and a decision may be made to suspend the trainee's placement immediately, pending further resolution of the situation.
  11. If a trainee is considered '**unfit to proceed**' procedures must then be followed as outlined in paragraph 3 of the Cause for Concern procedures above.

12. It must be made clear to the trainee that any extensions to training may incur additional financial costs for the trainee. Any trainee deemed 'unfit to proceed' and therefore unable to continue training, who has been registered on the course with the TA at the start of the course, is liable for the full payment of tuition fees on the course.
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### **Cause for Concern that the trainee's teaching is not on track to be at least consistently 'good' by the end of the training**

13. All good schools expect the teaching of the teachers they employ to be consistently 'good' as judged by the progress of their pupils. The SCITT therefore also aims to ensure that all trainees' teaching is consistently 'good' by the end of the training
14. If a school or QA tutor are concerned that an individual trainee's progress and attainment against the indicators indicates the trainee's teaching is likely to be less than good at the end of training the Course Manager will decide whether the trainee should be put as a 'Cause for Concern'.
15. If the trainee is put as a 'Cause for Concern' this will trigger a 'Cause for Concern' action plan being drawn up (as in para 7 above) to clearly focus the trainee and all trainers on setting targets for improvement, with timescales to achieve these targets.
16. The SCITT management will then closely monitor the trainee's progress, in conjunction with the school, offering additional support/visits as judged appropriate to provide the trainee with the maximum opportunity to make the required progress to end training with his/her teaching consistently 'good' or better.
17. If, at the end of training, the teaching of any trainee is assessed as less than consistently 'good' the SCITT will aim to work with the NQT's employer to provide support to help ensure that as early as possible in the NQT year the NQT's teaching is at least good.