



Torquay Girls Grammar School Initial Teacher Training (ITT) Policy

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Aims

At TGGS, we are committed to providing the highest quality educational opportunities for our students to support them in developing their academic potential, character skills and self-esteem. Being fully engaged in a wider learning community plays an important part in this; by contributing to the development of future teachers and providing the best possible training experience for them, students at TGGS will benefit from the diversity of learning opportunities, fresh approaches and focus on outstanding practice that engagement in ITT brings.

Roles and Responsibilities

- ITT Training Lead will manage the ITT partnership in school, taking responsibility for identifying, briefing and monitoring all school-based personnel working in the partnership, and for overseeing all training in school. They will evaluate and review local ITT training programmes, ensuring that TGGS works in partnership with high-quality training providers so that the school (both in terms of enriching students' educational experiences and recruiting outstanding practitioners in the future) benefits from its involvement in ITT.
- Lead Mentors, through their experience and high levels of expertise, will provide models of good practice in their curriculum area. They will assist trainees by working as partners in the classroom, demonstrating teaching, jointly planning, carrying out focused observation of trainees' teaching and providing feedback and advice. In designing their trainee's timetable, they will ensure that it provides appropriate variety and breadth of opportunities so that the trainee can learn from working with a number of experienced teachers within the subject area. However, they will ensure that all colleagues involved are fully briefed on their responsibilities when working with trainee teachers, including expectations around taking the register, SIMS access/usage and being present in the classroom at all times.
- Reflective Mentors will be experienced teachers with a good understanding of curricular issues. Their role is to develop the trainee's thinking about teaching in ways that can be incorporated into subsequent performance and assist them in detailed challenges to their thinking. They will conduct regular reflective conversations each term with each trainee individually.

- For all roles, completion of the ITT provider's full training programme is compulsory before working with trainees for the first time (subsequent attendance on refresher courses may be needed for staff as advised by individual providers).

Safeguarding

- Before arriving in school for the first day of their placement, all trainees need to be fully prepared to keep TGGS students safe; for every member of staff, this is their always their first priority.
- Proof of an Enhanced DBS check must be sent to the school by the ITT provider prior to the trainee's arrival on site and all trainees must bring a form of photo identification (e.g passport or driving license) on their first day. This will be checked by HR on arrival before trainees are allowed to be unaccompanied on site.
- To ensure that trainees are fully prepared to work safely with TGGS students, the school requires them to complete the same online training that every member of staff in school completes annually: the National College Annual certificate in Safeguarding for Staff. This will be sent to trainees by the ITT Lead prior to the commencement of their first placement; once completed, trainees must send their certificate of completion to the ITT Lead, who will share with the DSL.
- On arrival in school on the first day of placement, trainees will receive an induction session from the ITT Lead, which will include a safe-guarding induction delivered by the DSL. It will also include familiarisation with the following policies: Behaviour, Equality, SEND, Mobile Phones, Anti-Bullying, Online Safety and GDPR Records Management.

Use of ICT

- As with all staff at TGGS, trainees will be expected to read, sign and adhere to the school's ICT Acceptable Use Policy; this will form part of their induction session.
- Trainees will use their own laptops/computer equipment, but will be issued with a school IT account and email for the duration of their placement so that they can access the subject/whole-school resources they need to learn and develop their practice. All trainee accounts will be deleted immediately once the placement has ended.
- To ensure the safety of students and minimise the risks of GDPR breaches, trainees will not be issued with access to SIMs or CPOMs. While it is important that they have plenty of opportunities to use these systems and become familiar and confident users of them, all trainee access must be supervised by existing members of staff. Teachers must never share their login information/passwords, but must allow access by logging in/out on behalf of trainees e.g to take a register at the start of a lesson.

Links with other policies

This ITT policy is linked to our:

Child Protection and Safeguarding Policy

- Equality Policy
- Anti-Bullying Policy
- Data protection Policy
- Online Safety Policy
- Behaviour Policy
- SEND Policy