



St. Matthew's Primary School

Initial Teacher Training Policy

Date Policy Written: December 2022

Review Cycle: Annual basis or sooner if required.

Ratified by Governing Board on: 6th February 2023

Reviewed by SLT : May 2026

Next review date: February 2027

1. Rationale

- We believe that taking an active part in Initial Teacher Training benefits our school by:
 - Encouraging teachers to reflect on and develop their own practice
- Giving teachers opportunities for professional development in mentoring and supporting trainees
- Bringing new ideas into the school
- Enabling the school to maintain a current perspective on developments in education
 - Enabling us to forge fruitful relationships with local teaching school alliances and training providers
 - Enabling us to play a positive part in the preparation of a new generation of teachers

2. Commitment

While always keeping as a first and absolute priority the education and welfare of our students, as a school we undertake:

- To give trainees a professional experience by managing their time in school, taking their individual needs into account and being fair and consistent in our support
 - To give them opportunities to experience all aspects of classroom life, including planning, teaching and assessing children's learning; using different teaching and behaviour management strategies; and fulfilling the role of a class teacher
- To allow them to join in with other aspects of school life, including duties, staff training, meetings with parents and extra-curricular activities
- To encourage teachers to train as mentors, and to work with local teaching school alliances and training providers to ensure common standards and purposes in line with the Early Career Framework

3. Roles and responsibilities

The Senior Leadership Team will:

- Decide each year the number of trainee teachers who can be accepted into the school and given appropriate experience and support
- Keep Governors informed and consult them as necessary
- Support mentors and class teachers in their work with trainees
- Be informed of any problems with the placement, and take action as necessary
 - Attend partnership meetings with providers, or send a mentor as a representative where possible
- Provide school information for use by trainees
- Provide mentors with time to support and develop the trainee.
- Ensure that trainees/mentors are provided with essential resources in terms of opportunity for training and meetings, and of practicalities such as stationery and photocopying and ICT facilities
- Ensure that funds received from the Training Provider are channelled to the appropriate department

The mentor will:

- Be responsible for the supervision, monitoring, assessment and pastoral care of trainees

- Ensure that trainees are fully informed of school routines
- Ensure that the trainee is provided with appropriate experience of observing and teaching groups and classes
- Provide trainees with access to the expertise of specialist staff
- Liaise with the representative of the training provider and fulfil agreed partnership requirements Attend relevant training and development sessions
- Maintain written records of the mentoring process

3.4 The Trainee will be expected to:

- Behave professionally and respect confidentiality at all times
- Dress in accordance with the accepted codes for the school
- Be reliable in matters of attendance and tasks assigned to them
- Take an active part in their own professional development, by taking opportunities to learn from their time in school, through observations, discussion, reflection and experience
- Take a full part in school life, in and out of the classroom
- Keep their portfolio up to date and respond to any school requirements in terms of evidence

3.5 The Training Provider will

- Set up a partnership agreement with the school
- Ensure that the school is fully informed of course requirements and receives all relevant literature
- Provide a link tutor to support mentors and trainees as necessary and to moderate summative assessment of the trainee's performance
- Respond to issues raised with them by the school
- Provide training for mentors

4. Policy Monitoring and Management

4.1 This policy will be reviewed annually or when significant changes are required, whichever is sooner.