



**KINGSDOWN
SCHOOL**

Initial Teacher Education Policy

Last reviewed on: June 2026

**Next review due
by:** June 2027

Rationale and Aims

The Governors and staff of Kingsdown School embrace Initial Teacher Education (ITE) as an inclusive activity. The School provides quality ITE so that post-graduates, as well as individuals with other professional expertise, wanting to teach, gain the experiences necessary to meet the standards expected of all teachers set out by the Department for Education (DfE). There are opportunities for all school staff to deliver high quality learning experiences for trainee teachers that make them feel valued and contribute towards their continuing professional development. ITE links with Initial Teacher Training (ITT) providers therefore staff are exposed to current educational ideas.

- Benefits for the school from involvement with Initial Teacher Education:
- ITE provides an important link between the theoretical and practical components in the process of teaching and learning.
- It enables the school to maintain a current perspective on developments in education through the partnerships developed with the ITT providers.
- It allows a high level of quality professional development to be undertaken by school staff.
- Trainee teachers bring to the school diversity and a wide range of 'life' and 'world of work' experiences.
- The trainee teacher receives a high quality, first hand experience of the teaching profession at work on a day-to-day basis. The school in turn benefits from trainee teachers (trainees) assisting children's learning.
- The school regularly recruits from previous trainees.
- ITE provides the first stage in the ongoing professional development of teachers – all of whom are monitored against the Teacher Standards, irrespective of experience.

Entitlement:

All Trainees will have access to school materials in order to allow them to satisfy the requirements of the Teacher Training Agency (TTA) and to achieve Qualified Teacher Status (QTS). They will be entitled to one hour a week/fortnight (depending on the provider) of subject mentor time and one hour a week of Educational and Professional Studies (EPS) time as a minimum, to develop, monitor and evaluate practice and progress. In addition to opportunities provided for by their ITT provider, trainees will be encouraged to experience in school such activities as a tutoring, Enrichment, Parents' Evenings, Curriculum and Pastoral Meetings, Teacher Development Days and, potentially, other activities such as events led by Music and Drama. In return, there will be a clear expectation that all trainee teachers will hold high personal expectations, acceptable dress standards and behave in a professional manner at all times when in or associated with the school.

Roles and Responsibilities

Most staff, both teaching and support, will have contact with trainee teachers at some time during the trainee's time in school, either in a supporting capacity or having direct input into the trainee's experience and development. In addition, the following members of staff will have specific roles:

- The SLT will be responsible to the Headteacher and the Governors to maintain the high standard of teaching and learning expected by the school and to ensure that the Trainee involvement with students is of a high standard.

- The Professional Tutor (PT) will have the overall responsibility for the trainee's experience and well-being within the school and will provide the link and contact with ITT providers.
- The Professional Tutor will be concerned with the overall implementation of the programme of the school experience and may be involved in the assessment and report writing process.
- Through liaison with pastoral tutors, the Professional Tutor will also have a role in managing the pastoral experience of the trainees.
- The Subject Mentor will act as a liaison link between the Trainee Teacher and the subject teachers.
- The Subject Mentor will be responsible for the day-to-day contact with the trainees, ensuring that at all times the trainee has clear guidance as to lesson planning and evaluation, subject content and general professional activities.
- The Subject Mentor will arrange a 1-hour meeting with the trainee each week/fortnight (depending on provider).
- The Subject Mentor will assess the trainee against the standards and will be responsible for writing the assessment of progress report at the end of each phase.
- The Subject Teacher will be responsible for the supervision and support for the Trainee Teacher in the classroom, and will be an important part in the evaluating and supporting framework for the trainee.

Staff Development Opportunities:

The PT could benefit from professional development opportunities regarding coaching and supporting the well-being of the trainees.

The training of Subject Mentors and Professional Tutors will be undertaken by the ITT providers.

The Professional Tutors will have a timetable that reflects the need for a protected period of one hour a week for each to develop the trainees. This period, which forms part of the partnership agreements between Kingsdown School and the ITT providers, facilitates the observation, feedback, support, monitoring, EPS and assistance with assignments trainees require for successful completion of their courses.

The subject mentors will also have protected time to facilitate their mentor meetings.

All staff will be entitled to help support the training process and in so doing benefit from the opportunity to reflect on their own practice, based on the most up-to-date research the trainees bring to the schools within which they work.

All tutors and subject teachers (of the relevant areas of the curriculum) have the opportunity to support and coach the trainees with whom they are working. The relevant staff involved with the programme will be supported.

The opportunity to become a Subject Mentor is available to all experienced teachers. The PT, in conjunction with the Teaching and Learning lead on SLT, will ultimately determine which staff will have such roles in any given year.

Quality Assurance

“Quality Assurance is the process designed to ensure a quality service, to the trainees, the HEIs, (Higher Education Institutes) Kingsdown staff and the students. It ensures that ITE is consistently fit for purpose, performs to agreed standards and is responsive”.

Quality assurance will be achieved by co-ordinated work among the HEIs, relevant staff in Kingsdown ITE team, and where applicable other schools in the partnership. The criteria for judgement will be the QTS standards and the HEI internal criteria for assessments which are well publicised to staff and trainees. Assessments, where required by the ITT provider, will be marked by the set deadlines either by subject mentors (if subject based) or the PT (if whole/school based/Educational Study).

There will be monitoring and evaluation of these standards through mentor training, record keeping, joint observations, regular meetings and feedback from the school staff and trainees involved. This will be undertaken by the Professional Tutor and subject mentors who will also receive feedback from specific HEI evaluations.

The PT will report periodically with recommendations to the Teaching and Learning lead on the SLT.

This process will be the basis for continuous improvement.

Current Partnership Agreements

Currently the school is associated with the following Initial Teacher Education initiatives and ITT providers:

Priority Partners:

Oxfordshire Teacher Training (Wiltshire hub) – Full-time programme and Apprenticeship

Bath Spa University – Placement 1 and 2

University of Reading - Assessment only

Teach First

It is policy to accommodate trainees only if individual subject areas have capacity and can provide a guaranteed mentor. The PT is the link with subject areas and the ITT providers.

During one academic year, there may be up to ten trainees at Kingsdown (with, across the year trainees undertaking either main, second or complementary placements). The School has built up its ITE capacity with several ITTs, especially SCITT and Bath Spa trainees.

Links to other Policies:

Equal Opportunities Policy

Staff Professional Development Policy

Induction Policy

Review Date:

This Policy will be reviewed annually by the Professional Tutor subject to the Senior Leadership Team.

Signed :
Headteacher

Signed :
Chair of Governors

Date :

Date :