Leicestershire Secondary SCITT

Cause for Concern
&
At Risk Procedures

2014 / 2015

Overview

Throughout the course trainees performance will be assessed against SCITT developmental criteria and QTS standards. This process and the records generated allow individual progress to be monitored and differential support to be provided. In order that trainees are provided with the best possible opportunities the cause for concern trigger will be used as soon as possible in order to allow a remedial action plan to be produced. Trainees should be made aware that to be on 'Cause for Concern' does not mean they have/are failed/failing. It should also be made clear that trainees have to address the concerns successfully within a given time frame, and, if not, the trainee will be placed in the 'at risk' category.

Tutors wishing to report their cause for concern should do so using the Leicestershire Secondary SCITT cause for concern form (CCF).

The Cause for Concern process is outlined below.

Lack of progress	A trainee is considered to be failing, or is judged to be in danger of failing, to meet the required standards for the particular phase of the course.
Lack of professionalism	For example: punctuality, dress, lack of self-critical awareness, unable or unwilling to accept professional criticism, difficult relationships with staff, and so on.
Professional misconduct	The trainee is considered to be behaving in a way which is professionally unacceptable.
Subject Knowledge	A trainee fails to demonstrate that they have and are able to develop high quality subject knowledge pertaining to particular phases of the course.

Procedure

There may be occasions during the course when the performance of a trainee is such that additional action is required beyond the normal systems of support and assessment. In such cases mentors and/or tutors are required to set in motion the Cause for Concern process.

The submission of a CCF will ensure that

A The trainee is made aware of the concern and
B Tutor support is made available in order for supportive action to be taken.

In the case of teaching skills which have to be learnt, some trainees may make a slow start but can become very effective teachers given the time to develop their skills and confidence. Leicestershire Secondary SCITT staff are encouraged to raise concerns as soon as they become apparent thereby ensuring effective intervention.
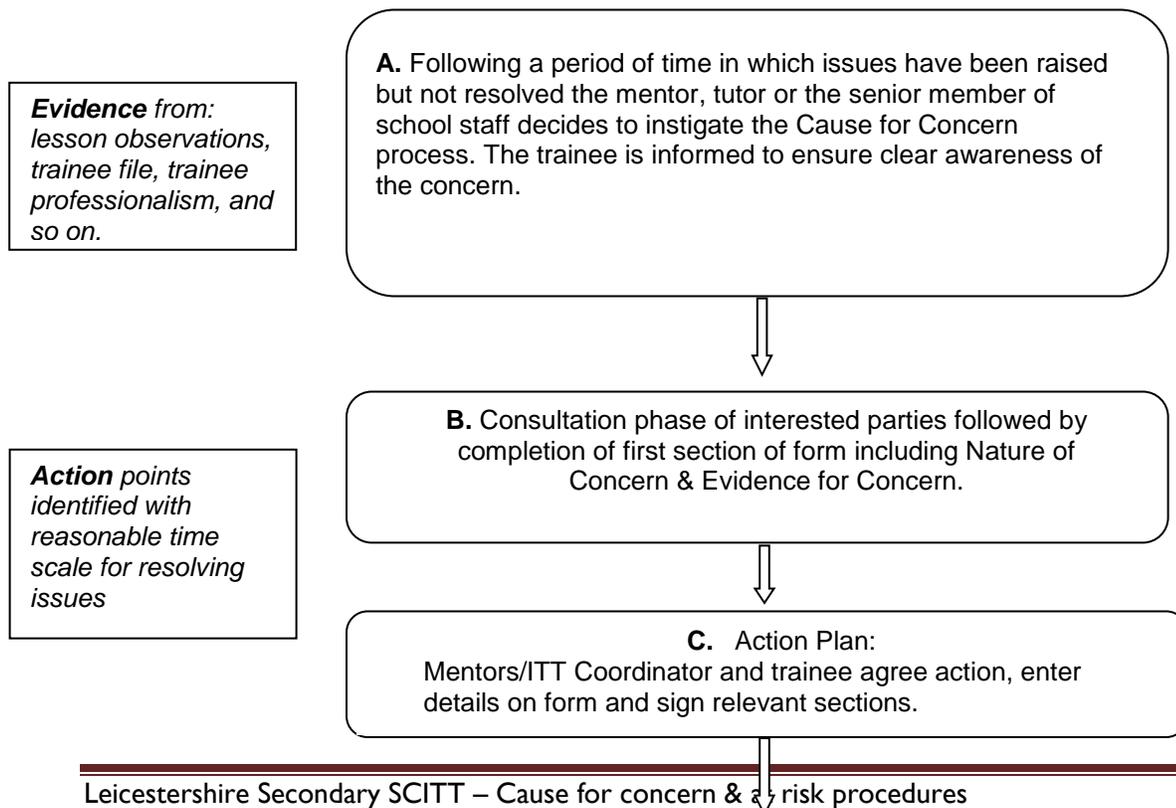
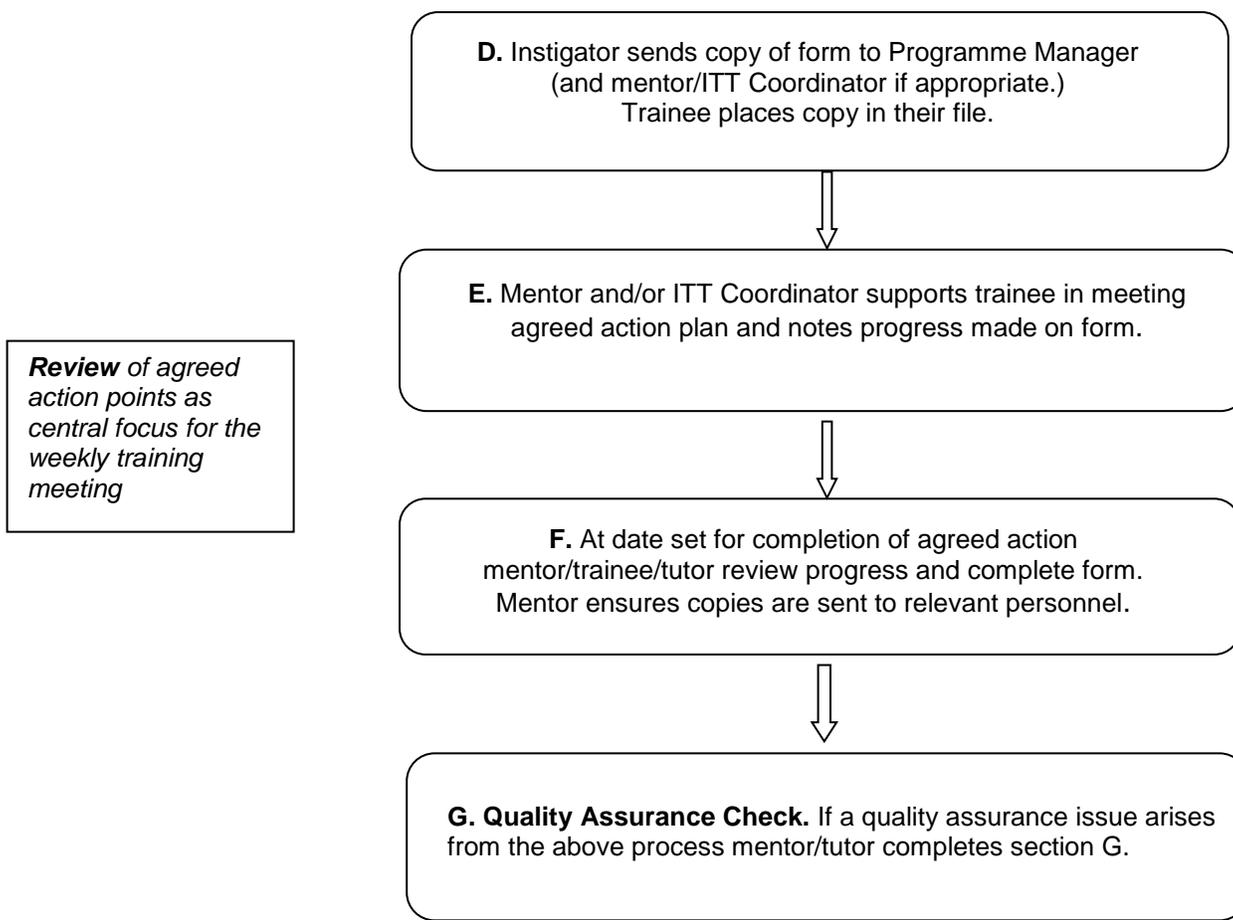*The kinds of actions which may be appropriate include:*

- o Ensuring the trainee receives consistent guidance about action to be taken and that that action is recorded for dissemination among relevant tutors. Action plans need to be straightforward and free of technical jargon.
- o Ensuring that the trainee have a good understanding of the level of subject knowledge that is appropriate at particular stages of the course.
- o Ensuring the teaching load is appropriate for the current situation.
- o Ensuring classes being taught are appropriate for the current situation.
- o Arranging the teaching schedule of the trainee in order to allow them to observe best practice.
- o Providing extra support in developing the trainee's subject knowledge.
- o Arranging for additional, focussed, observation perhaps outside as well as inside the department in order to develop the trainee's understanding of good teaching in practice.
- o Setting clear and unambiguous short-term achievable targets within a clear time frame.

The subject mentor, ITT Coordinator, or Programme Manager may initiate the process.

The instigator should start filling in the CCF form at the same time as informing the trainee that the process has been started. The trainee will be provided with a copy of CCF. The flow diagram below illustrates the process.

The Cause for Concern Process

Evidence from: lesson observations, trainee file, trainee professionalism, and so on.

A. Following a period of time in which issues have been raised but not resolved the mentor, tutor or the senior member of school staff decides to instigate the Cause for Concern process. The trainee is informed to ensure clear awareness of the concern.

B. Consultation phase of interested parties followed by completion of first section of form including Nature of Concern & Evidence for Concern.

Action points identified with reasonable time scale for resolving issues

C. Action Plan:
Mentors/ITT Coordinator and trainee agree action, enter details on form and sign relevant sections.

D. Instigator sends copy of form to Programme Manager
(and mentor/ITT Coordinator if appropriate.)
Trainee places copy in their file.

E. Mentor and/or ITT Coordinator supports trainee in meeting
agreed action plan and notes progress made on form.

Review of agreed action points as central focus for the weekly training meeting

F. At date set for completion of agreed action
mentor/trainee/tutor review progress and complete form.
Mentor ensures copies are sent to relevant personnel.

G. Quality Assurance Check. If a quality assurance issue arises
from the above process mentor/tutor completes section G.

Triggers	Action	Whom
Failure of trainee to meet on going targets	Collection of evidence to assess failure	ITT Coordinator and/or Mentor
Evidence discussed with trainee	Provision of support, timetable and target set	ITT coordinator and/or Mentor
Audit of Evidence target		ITT coordinator and/or Mentor
Failure of trainee to meet action target	Discussion with trainee and completion of CCF	
Formal discussion and setting up of action plan for problem remediation	Action plan written, dated and agreed by tutor and trainee	ITT Coordinator and/or Programme Manager
Audit and review of target	Refining of target	ITT Coordinator and/or Programme Manager
Action plan completed	Trainee signed off CCF completed to signify end of process	ITT Coordinator and/or Programme Manager
Action plan not completed	Trainee entered into 'At risk' category – ARF completed	Programme manager & ITT Steering group representative

Cause for Concern Form/Request for Additional Support (CCF)

Name of Trainee		Name of Mentor	
Name of School			
Name of ITT Coordinator:			
Name of Programme Manager:			

Form initiated by		Role	

Nature of Concern

Evidence for concern

Action Plan

Relevant signatures		
Signature of mentor		
	Date	
Signature of curriculum tutor		
	Date	
Signature of programme manager		
	Date	

I understand that if these targets are not effectively addressed, this will lead to me being placed in the 'At Risk' of failure category.

Signature of trainee		
	Date	
Monitoring of progress on agreed action		Dates
Conclusion of process		
	Date	

Copies of form to:

Trainee		Programme Manager		ITT Co		Mentor		File Copy		

Quality Assurance Check

	Yes	No
1. Has the CCF1 been carried out according to SCITT policy?		
2. Did the policy effectively support the trainee?		
3. Are there policy practice failures which need to be noted?		
4. If 'yes' to 3, has this been referred to the Programme Manger?		
5. Has the matter been referred to an appropriate ITT Steering group Member?		

At Risk Form (ARF)

Name of Trainee		Name of Mentor	
Name of School		Name of CT	
Name of Programme Manager			

Form initiated by		Role	

Nature of Concern

Evidence for concern

Action Plan

Relevant signatures		
Signature of mentor		
	Date	
Signature of curriculum tutor		
	Date	
Signature of programme manager		
	Date	
I understand that if these targets are not effectively addressed, I may fail to meet the Teachers' Standards for the award of Qualified Teacher Status and my training will be terminated.		
Signature of trainee		
	Date	
Agreement of resourcing the support by Programme manager		
Monitoring of progress on agreed action		
Moderation of monitoring process agreed by Programme Manager		
<u>**Conclusion of process**</u>		
	Date	

Copies of form to:

Trainee	Programme Manager		Tutor	Mentor		File Copy	

Quality Assurance Check

	Yes	No
1. Has the CCF been carried out according to the Leicestershire Secondary SCITT policy?		
2. Did the policy effectively support the trainee?		
3. Are there policy practice failures which need to be noted?		
4. If 'yes' to 3, has this been referred to the Programme manager?		
5. Has the matter been referred to an appropriate ITT Steering group member?		

Failure of CCF

Trigger –

Following a CCF, failure by the trainee to complete the Action Plan within the target date may lead to the triggering of the At Risk procedure. Relevant forms, CCF will be considered by the ITT Coordinator & Programme Manager and after discussion with staff who generated the evidence, the At Risk decision will be explained to the trainee at a formal interview.

A support programme will be outlined and entered on form ARF, a copy of which will be retained by the trainee. ARF will nominate the tutor who will supervise the AR procedure.

Action –

1. Planning meeting between nominated tutor/mentor and trainee.
2. Date limited action plan produced.
3. Copy of action plan noted on AR1.
4. Support package initiated by nominated tutor/mentor following consultation with Programme Manager.
5. Monitoring the progress on agreed action, produced by nominated tutor/mentor and forwarded to Programme manager.
6. Formal meeting at the end of target date. Moderation of monitoring process by ITT Coordinator, nominated tutor/mentor and Programme Manager.
7. Criteria for success attained – ARF signed off.
8. Criteria for success not achieved, referral for Termination of Placement and/or training.

Quality Assurance Check

	Yes	No
1. Has the ARF been carried out according to Leicestershire Secondary SCITT policy?		
2. Did the policy effectively support the trainee?		
3. Are there policy practice failures which need to be noted?		
4. If 'yes' to 3, have these been referred to the Programme Manager?		
5. Has the matter been referred to the ITT Steering group?		

Review

Regular reviews of this policy are required in order that it adequately reflects the state of the law and its fitness for purpose.

To this end the policies will be reviewed during the course of the academic year by:

i   collecting views of all trainees and staff with regard to the policy

ii   collecting results from staff meetings specifically devoted to reviewing particular policies

iii   take account of criticisms and reports resulting from the policy

iv   ensuring compliance with current guidance/legislation

Following review a re-written policy will be circulated for discussion and comment before being formally adopted by the ITT Steering group.

All policies will last for one year, will be dated as such and will have a review date.

ADOPTED BY	ITT Steering group
ADOPTION DATE	Sept 2014
MONITORING RESPONSIBILITY	ITT Steering group Appeals Panel
REVIEW DATE	Sept 2015