

Leicestershire Secondary SCITT

Termination of Placement and Training Procedures

2014 / 2015

Termination of Placement and Training Procedures

This policy covers two areas;

- 1) **Termination of Training** – covering the factors of performance which would lead to withdrawal of training.
- 2) **Termination of Placement** – covering factors leading to the termination of a placement at a particular institution.

The policy has a built in appeals process and clearly states the levels of evidence required before action is taken.

1) Termination of Training (General)

Throughout the recruitment and interviewing process, steps will be taken to ensure that trainees are aware of the standards required at different stages of their training. Feedback from tutors will be used to encourage trainees to meet the standards and where trainees fail to meet the standards support followed by warnings will be given.

Trainees will be given clear guidance to illustrate the problems with their progress. This will be linked to the Teachers' Standards so that trainees are quite certain of what they need to do in order to maintain their progress.

Reaching the Standards

All trainees will be familiar with the framework of Teachers' Standards and all judgements on progress will be closely linked to each of the standards.

Professional Values and Practice - Where a trainee teacher's conduct is dangerous or damaging to either pupils, other trainees, tutors or school staff, or creates an unacceptable risk to themselves or others, the Leicestershire Secondary SCITT may terminate the training programme and require the trainee to leave the course.

Where irreconcilable personal differences arise between the trainee and Leicestershire Secondary SCITT staff, including Mentors in a placement school, every effort will be made to place that trainee in an alternative placement. Trainees cannot withdraw themselves from a placement school; if they do so, they will be deemed to have withdrawn from the whole programme.

Where trainees fail to progress in areas concerning teaching practice, the procedure will focus on the ability of the trainee to produce a high quality learning environment.

As any steps towards termination result from the collection of evidence, any behaviour which leads to the Termination Procedure being triggered may occur at any time during any part of the course, regardless of the source or location of the matter in question.

Subject Knowledge and Understanding – At the beginning of the course, trainees will have completed a subject knowledge audit form and will have had the opportunity to discuss with the Lead Subject Tutor the depth of their subject knowledge. If during the training programme it becomes clear (and evidence is collected) that the trainee cannot cope with the subject demands of the programme, then, following reasonable attempts at remediation, a recommendation may be made for the training to be terminated.

Teaching – Trainees will be expected to comply with all the Teachers' Standards, and be able to demonstrate progress towards the objectives stated in each. Trainees will maintain a portfolio of evidence including classroom observations and evaluation of practice and this will form part of their continuous assessment. Where trainees fail to meet any of the standards, then following reasonable attempts to provide the necessary support, a recommendation may be made for the practice to be terminated.

Mentors and trainees must follow the cause for concern procedure (see Cause for Concern in the policies folder).

2. Termination of Placement

2.1 Inadequate Educational Opportunities

Where a school has failed to provide the trainee with opportunities to achieve the professional standards every effort will be made to place that trainee in an alternative placement. This does not constitute a termination of training as the trainee remains registered with the Leicestershire Secondary SCITT.

Decisions regarding this will follow a meeting between the trainee, subject mentor, ITT Coordinator for the particular school and the Programme Manager. Trainees cannot withdraw themselves from a placement school before this meeting has occurred; if they do so, they will be deemed to have withdrawn from the whole programme.

2.2 Trainee Inadequate Performance Likely to Create Unacceptable Risks

All trainees have to be given the opportunity to demonstrate their competency as a teacher against the Teachers' Standards before a final decision is made. In the first instance the cause for concern procedure will have been followed but in cases where the level of competency is too low to allow a trainee to continue in the school, the trainee will be withdrawn from the school and the placement will be terminated. This will protect the pupils, placement colleagues and the trainee themselves.

With regard to the judgement about the level of risk to pupils, this has to be left to the school. However to keep the decision fair, a meeting between the subject mentor, Programme Manager and Trainee should take place. The Programme Manager will make the final decision on behalf of the Leicestershire Secondary SCITT. A recommendation to terminate the placement will be made to the ITT Steering group.

The Leicestershire Secondary ITT Steering group will confirm that termination of placement has taken place for reasons of inadequate performance likely to cause unacceptable risks to the pupils.

In the majority of cases where the termination of a placement has taken place for reasons of inadequate performance likely to cause unacceptable risks to the pupils the termination of training is likely to be triggered.

In occasional cases where the termination of a placement has taken place for reasons of inadequate performance likely to cause unacceptable risks to the pupils but has not automatically resulted in the termination of training; the trainee will be placed in an alternative school. The trainee must complete this placement within a period of time agreed by the Programme Manager having regard to all the circumstances pertaining at the time. Information regarding the incident will be made available to the new school who will have agreed to take the trainee given the circumstances. This is subject to an alternative placement being found.

All decisions to terminate a placement must be referred to the Programme Manager and copied to the ITT Steering group.

2. Termination of Training Course

Where a trainee teacher's conduct is dangerous or damaging to either pupils' other trainees, tutors or school staff, or creates an unacceptable risk to others or themselves, the SCITT may terminate the training programme and require the trainee to leave the course.

Any behaviour which leads to the Termination Procedure being triggered may occur at any time during any part of the course, regardless of the source or location of the matter in question.

1. Grounds for Termination

This procedure will come into action when it appears a trainee is not maintaining the necessary suitability for teaching. It will also come into force when information comes to light that has not previously been declared/disclosed by the trainee. The termination procedure will also be activated when a trainee cannot continue or is considered unsuitable for teaching on health grounds.

2. Professional Support

When the trainee shares the opinion that there is a problem, a cause for concern procedure will be initiated and the trainee will be given the opportunity to seek professional support/help. This should include the support of the relevant services from the local authority if appropriate and the welfare office of the university.

3. Referral for Termination of Placement

Any person who has contact with the trainee (Subject Mentor, ITT Coordinator, Lead Subject Tutor) can refer concerns about the trainees' progress/behaviour/health. They should notify the Programme Manager, who will decide whether to initiate the Termination of Placement procedure.

Procedure for Termination –

ITT Coordinators, subject mentors and the Programme Manager will monitor and record the progress of all trainees. Where concern is felt a written report of that concern will be given to the Programme Manager and copied to the trainee (see Cause for Concern and At Risk Procedures). The Programme Manger will institute a meeting with the trainee and the relevant ITT Coordinator in order to produce a timetable for improvement, including set targets. This will clearly take into account the individual needs of the trainee.

Following the provision of support and continued monitoring of progress a recommendation will be made to the Programme Manager by ITT Coordinator either, that the concern has been addressed and can be removed, or that the concern remains. In the case where the concern has not or can not be addressed, a recommendation may be made to the Programme Manager for the termination of the training to take place.

Notice of Termination – before a decision is taken on termination of training all staff who have been involved with the training will provide evidence of the trainee’s progress which will be given to the Programme Manager. The trainee will also be asked to give a short written statement for consideration by the ITT Steering group. Once the process of termination has commenced and without prejudice to the outcome the trainee will be given time to reflect during which time it is not necessary for them to attend sessions, or teach in their placement school. After weighing up the evidence, the Programme Manager will make a recommendation to the ITT Steering group based purely upon the evidence submitted. The ITT Steering group will meet and will deliver their decision within 7 days of the notice of possible termination being given to the trainee. Throughout the procedure for termination the trainee may request support from a professional representative.

Notification of Termination – following the decision by the steering group to terminate training or placement, notification will be made to:

1. The trainee
2. Members of the ITT Steering group
3. Relevant ITT Coordinator
4. Subject Mentor and Lead Subject Tutor
5. The Accounting Officer/relevant grants departments
6. The University of Leicester
7. NCTL

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 Leicestershire Secondary 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