

National Modern Languages SCITT

Cause for Concern Policy

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Target audience:	Staff / Trainees / O.I.A.
Related documents:	The Absence & Attendance Policy, The Disciplinary Policy, The Appeals Policy and The Complaints Policy, NML SCITT Fitness to Practise Policy, NML SCITT Fitness to Study Policy, NML SCITT Suitability Declaration Policy



SCHOOL CENTRED INITIAL TEACHER TRAINING

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1. Introduction

- 1.1 This policy is to assist the SCITT Director, Course Leader and Strategic Board of The National Modern Languages SCITT (NML SCITT) in making fair and reasonable decisions regarding the progress of all trainees. This policy should be read in conjunction with ***'The Absence & Attendance Policy', 'The Disciplinary Policy', 'The Fitness to Practise Policy', 'The Fitness to Study Policy', 'The Suitability Declaration Policy', 'The Appeals Policy'*** and ***'The Complaints Policy'***
- 1.2 The over-riding consideration will be the impact of any trainee progress on:
- The learning of the children that are taught by the trainee.
 - Progression of the trainee towards meeting the teachers' standards at the career appropriate level in order to award QTS; ensuring that the NML SCITT is compliant with the conditions of the document ***'Initial teacher training criteria and supporting advice, Information for accredited initial teacher training providers'*** (last updated May 2021).
 - Considering the professional behaviour of trainees whilst on the course.
- 1.3 However, consideration will also reflect obligations to trainees in terms of legal and contractual requirements and moral obligations.

2. Purpose Scope & Principles

- 2.1 The responsibility for exercising discretion on behalf of the NML SCITT Strategic Board is the SCITT Director's in accordance with the scope of the NML SCITT Strategic Board terms of reference. The SCITT Director may delegate certain discretions to the Course Leader. However, any such discretions will be in accordance with the principles and guidelines within this document and within the overall authority of the SCITT Director.
- 2.2 Any dispute or grievance about the "Cause for Concern" process will be dealt with by the SCITT Director in the first instance but referred to the Curriculum and Trainee Related Matters Committee.
- 2.3 The trainee may appeal any decision via the NML SCITT ***Complaints or Appeals Procedure***
- 2.4 A principal purpose in setting out this Policy is to ensure that any issues around trainee progress are dealt with fairly and consistently but within a framework of recognising that on certain occasions depending upon the circumstances, discretions will need to be applied by the SCITT Director.

3. Trainee Progress against Teachers' Standards

3.1 Outline of the process

- 3.1.1 Occasionally, a trainee discovers that teaching is not for them. This can be for a number of reasons to do with preference but also to do with suitability for teaching. If a trainee is not fulfilling their potential identified during the selection process, it will be made clear to the trainee initially through their weekly mentor meeting. The mentor will have evidence of this

underachievement in the form of all and any of the following: lesson observation feedback, the online portfolio, review points, quality assurance feedback and feedback from colleagues. The mentor after discussion with the ITT Coordinator/SMC will have reported their concerns to the Hub Leader and the Course Leader who will report to the SCITT Director. This is the beginning of the 'C4C' process.

- 3.1.2 Where a trainee is not making the expected progress and is considered to be "not on track", a 'Formal Progress Review Meeting' will take place at a mutually convenient time and place. Appropriate support will be put in place with focussed and achievable targets to improve. The NML SCITT will normally increase the amount of support given to the trainee at this time. In most cases, trainees will get back on track and progress indicators will improve. The mentor will report to the ITT Coordinator/SMC, the Hub Leader and the Course Leader
- 3.1.3 In the unlikely event that a trainee is not on track to meet the expectations in the particular Phase, and the support offered has not helped, then the trainee will be informed formally that they are not making sufficient progress towards achieving the Teachers' Standards and will be advised to withdraw from the course at that point. The Trainee will leave the school at a time negotiated with the Course Leader and the Head Teacher. Careers advice where possible and appropriate will be offered.
- 3.1.4 This support is formalised within the *Cause for Concern procedures*.

4. Cause for Concern (C4C) procedures

4.1 Stage One: Early Support Plan

- 4.1.1 Where, after a series of supportive lesson observation and feedback sessions, the trainee is judged to be failing to make appropriate progress in any Phase of the training programme, he or she is given early indication by the mentor through informal discussion and notification via the formal lesson observations, the weekly mentor meeting and Review Points of the perceived weakness(es). The online portfolio is used to draw together information on all trainees' progress and will provide early warning of a possible C4C. The Mentor will involve the ITT Coordinator/SMC and should inform the Hub Leader of the Hub by email or telephone at the earliest opportunity. The Hub Leader will inform the Course Leader and SCITT Administrator as soon as they are made aware of the situation. The Course Leader will inform the SCITT Director.
- 4.1.2 An '*Early Support Plan*' will be set up by the Mentor and ITT coordinator/SMC with the support of the Hub Leader, which will be agreed with the trainee in a formal meeting.
- A copy of the *Stage One 'Early Support Plan'* with specific targets and deadlines including a date for a midpoint review of the plan and any support needed to ensure the trainee has every opportunity to meet the targets, will be signed by all parties and shared with the Course Leader and the SCITT Administrator.
 - The trainee will be referred to the '*Cause for Concern Policy*'.
 - The Stage One process will take two weeks from start to completion with a Formal Progress Review Meeting between the trainee and the mentor and either the Hub Leader or Course Leader at the end.

The **'Early Support Plan'** normally results in the trainee improving their teaching and/or professional behaviours with immediate effect. However, should the trainee continue to need further support, the mentor (with the knowledge of the trainee, the ITT Coordinator/SMC and Hub Leader) and the Course Leader will trigger Stage Two of the process.

4.2 Stage Two: Detailed Support Plan

4.2.1 Sometimes in Stage One, not enough improvement is made. If the trainee does not make sufficient progress as a result of the **'Early Support Plan'** at Stage One, the trainee is informed by the mentor, (normally) the ITT coordinator/SMC and the Hub Leader at the Formal Progress Review Meeting. The Course Leader will either attend the meeting or arrange a telephone conversation with the trainee. At this meeting, all problems will be discussed. The trainee will be either counselled to withdraw from the course, if staff believe that the trainee is unsuited to teaching, or the **'Detailed Support Plan'** is agreed and put in place.

4.2.2 The **'Detailed Support Plan'** works as follows:

- a) The trainee is given specific time-limited targets and specific advice for improvement by the Mentor, the ITT Coordinator/SMC and the Course Leader, which will be outlined in the **'Detailed Support Plan'**. A midpoint progress review meeting is agreed, the date for the Formal Progress Review Meeting is agreed, and the necessary support is detailed in the plan.
- b) The plan is signed by the trainee, the mentor and the Hub Leader or Course Leader, the targets are shared with all host teachers and the support is put in place as outlined in the plan.
- c) The trainee will be referred to the **'Cause for Concern Policy'** and made aware that failure to reach targets set by the deadline specified in the **'Detailed Support Plan'** is likely to lead to a fail recommendation and termination of the placement in the school.

At the Formal Progress Review Meeting at the end of the Stage 2 **'Detailed Support Plan'**, the Mentor, Course Leader and trainee will discuss the progress against the targets.

4.3 Post Stage Two Support Plan

4.3.1 If the mentor, ITT Coordinator/SMC, Hub Leader and Course Leader agree that the trainee has made significant progress against the targets set out in the **'Detailed Support Plan'** at Stage two, the Stage 2 **'Detailed Support Plan'** will be signed off. To continue to support the trainee and ensure that he/she is able to sustain the progress made, a **'Post stage 2 Support Plan'** is agreed and put in place.

4.3.2 The **'Post Stage 2 Support plan'** is agreed between the trainee and the mentor with the support of the Hub Leader. The targets and support are outlined in the support plan and a time frame with a minimum of three weeks is agreed. A final review meeting is detailed on the plan.

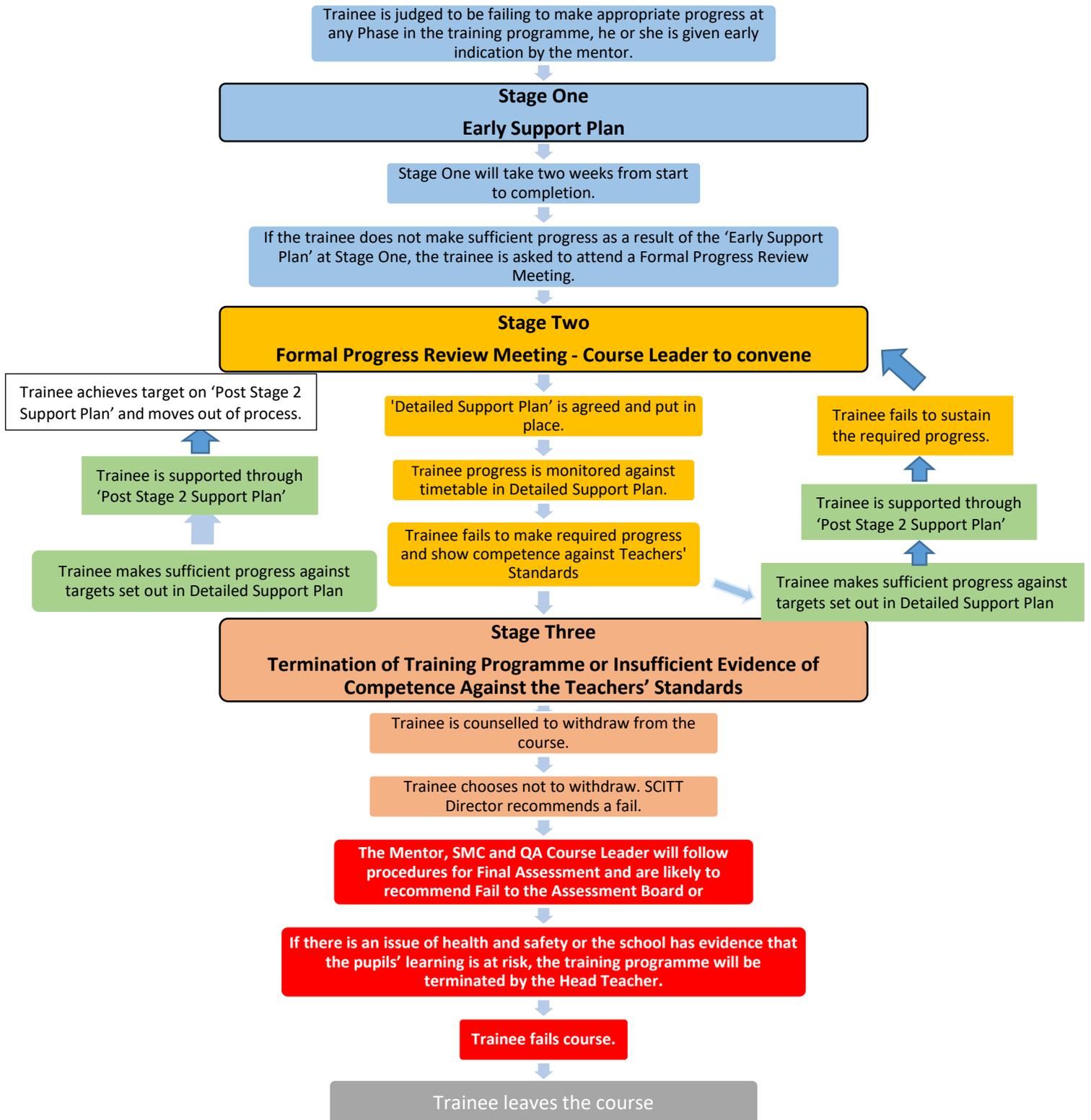
4.3.3 If the mentor and Hub Leader agree at the end of the **'Post Stage 2 Support Plan'** that the trainee has shown enough evidence of sustained progress, the trainee will be signed off from

the ***Cause for Concern process***. If the trainee has not made enough progress, the **Stage 2 'Detailed Support Plan'** will be reinstated, and the process resumes (see 4.2).

4.4 Stage Three: Termination of Training Programme or Insufficient Evidence of Competence Against the Teachers' Standards.

- 4.4.1 If satisfactory progress is not made in accordance with the timetable set out in the '***Detailed Support Plan***', and the trainee is judged to be in danger of not having appropriate and sufficient evidence of competence against the Teachers' Standards, and if the trainee refuses advice to withdraw from the programme and to be on course to fail, either:
- a) the Mentor, ITT Coordinator/SMC and Course Leader will follow procedures for Final Assessment and are likely to recommend Fail to the Assessment Board, or
 - b) if there is an issue of health and safety or the school has evidence that the pupils' learning is at risk, the training programme will be terminated by the Head Teacher.
- 4.4.2 Fail recommendations are extremely rare due to the thorough monitoring procedures set out above. However, where, in exceptional circumstances, the school and NML SCITT Director recommend a Fail, the ***Cause for Concern procedures*** will be followed before a Fail recommendation can be made to the Assessment Board.
- 4.4.3 Please refer to the '***Trainee Contract***' for the full details of the circumstances that could trigger a termination of the training programme.

5. Flow chart of process



Publishing policy

This policy is available through the SCITT website and our NML SCITT Intranet. A copy can also be request via our NML SCITT office.

Trainees who have exhausted the NML SCITT's internal procedures regarding cause for concerns may bring their complaint to the Office of the Independent Adjudicator for Higher Education (OIAHE) within one calendar year of receiving a Completion of Procedures letter. The OIAHE's website (at www.oiahe.org.uk) contains full information, and the OIAHE can be contacted at: OIA, Second Floor, Abbey Gate, 57 – 75 Kings Road, Reading, RG1 3AB, tel: 0118 959 9813 email: enquiries@oiahe.org.uk. Anyone wishing to pursue a complaint through the OIAHE must complete a special Scheme Application Form, downloadable copies of which are available from the website.