Assessment policy

Southend SCITT expects all trainee teachers to:

- Be professional in their conduct and dress
- Be punctual and regular in their attendance
- Show a commitment to teaching
- Be proactive in the development and administration of their own programme
- Work alongside experienced teachers to prepare, deliver and evaluate effective lessons
- Be prepared to reflect on their own practice and to identify development needs
- To take an active part in the assessment of their progress against the standards for QTS.
- Attend tutor, departmental, faculty, staff meetings and Tuesday’s staff briefings.
- Attend all assemblies to which their tutor group is present

Within the classroom we expect trainees to be ‘trainee as teacher’. However, the school needs to be confident that students are safe and progressing well under the guidance of the trainee and as such the following protocol should be observed.

The class teacher remains responsible for the students.

1. Lesson preparation

   1:1 Trainees’ lessons must be prepared in consultation with the class teacher including appropriate extension and homework.

   1:2 The trainees should show the teacher all lesson plans at least 3 days in advance of the lesson so that any adjustments can be made.

   1:3 In case of absence the trainee must provide cover work in liaison with the designated teacher.

2. In the Classroom

   2:1 The class teacher should be present in the classroom to observe the trainee during all timetabled lessons for at least the first two months of teaching. Unless a science / technology lesson when the teacher should be in the classroom (or similar health and safety trained adult) for the duration of the training.

   2:2 The trainee should only be left alone after consultation with the ITT coordinator and then the class teacher should continue to observe at least weekly, plus pop-ins.

   2:3 If the designated teacher is away cover supervision will be put into the classroom with the trainee, unless agreed otherwise with the ITT coordinator.
2:4 The class teacher must be confident that ALL students are progressing.

2:5 The class teacher must be confident that appropriate homework is set and checked.

3. Assessment

3:1 Assessment is the responsibility of the class teacher and the trainee. The class teacher must ensure that appropriate formative and summative assessment is taking place and recorded.

3:2 The class teacher must be confident that marking is of the correct standard.

3:3 The class teacher needs to ensure that termly assessments and reports are completed on time, in collaboration with the trainee.

3:4 The class teacher must have access to the trainees record of marking at all times.

4. Pastoral

4:1 Trainees should attend all registration periods with the designated tutor of the form they have been attached to, and can support the tutor in form activities including diary signing, assembly preparation and report writing. However, report writing remains the responsibility of the designated tutor.

4:2 Trainees should not contact parents or carers.

5. Cause for Concern

5:1 If there are any causes for concern the trainee or the teacher (as appropriate) should inform the ITT coordinator straight away.

5:2 Any further issues should be referred to the programme manager ideally in writing, (cgilson@shsg.org) or to the Course Director (pbowman@shsg.org) to back up verbal comments and to provide evidence. More intensive monitoring will take place.

5:3 Should the problem continue the trainee or teacher (as appropriate) will have a formal meeting with the Course Director to either find a solution or take the matter to formal proceedings.

5:4 Where difficulties continue a range of actions could be implemented

a) The trainee could have their timetable re-arranged
b) The SCITT Management Team will be informed
c) Further support will be offered
d) The class teacher will be advised on a strategy for improvement
e) In extreme circumstances formal proceedings will be pursued.