

London East Teacher Training Alliance



Trainees Causing Concern Policy & Procedure

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Staged Procedures for Trainees Causing Concern

Regulations for the Operation of Trainee Progress Procedures

A. GENERAL FEATURES OF THE PROCEDURES

1. Preamble

The SCITT operates a set of Trainee Progress Procedures that are presented as a system of three formal meetings, referred to as 'Stages':

Stage	Meeting convened by
1	ITT Programme Leader
2	Director of Teaching School
3	Accounting Officer

The Trainee Progress procedures are operated within the SCITT when the performance of a trainee gives cause for concern. Their operation is designed at each stage to review the trainee's situation and obtain a formal agreement between the trainee and the instigator for the future conduct and progress of the trainee.

For any one trainee the procedures will be operated Stage by Stage as necessary. No trainee shall normally be the subject of a later stage without having been through a previous Stage in the procedures, except where specifically allowed under these regulations.

2. Instigation of Trainee Progress Procedures

Trainee progress procedures may be instigated by the school or LETTA when one or more of the following circumstances gives cause for concern:

- a. Unexplained absence (See Section C, paragraph 1)
- b. Extended period of illness
- c. Inappropriate professional conduct
- d. For other good and reasonable cause e.g. failure to make sufficient progress in school-based training

3. Attendance at a Trainee Progress Meeting

The precise membership for a particular Stage Meeting is set out under each of the Stages below.

Although the trainee is expected to attend, where every effort has been made to contact the trainee* but without success, then the Stage Meeting may proceed in the trainee's absence.

*Notification has been sent to the relevant trainee and to the school-based mentor.

4. Conduct of a Trainee Progress Meeting

Although the precise detail will vary from meeting to meeting and from trainee to trainee, any trainee progress meeting will have three distinct elements:

- a. A statement of the trainee's current situation.
- b. A discussion about the trainee's situation, including consideration of options and the presentation of any evidence in mitigation. Where medical evidence is cited then a copy of this should be obtained and stored securely in the trainee's file.
- c. An agreed outcome for future action, including any specific conditions to be met.

5. Outcome of a Trainee Progress Meeting

The outcome of any Stage Meeting shall be a course of action agreed in writing between the trainee and the instigator of the meeting. Normally, this will consist of an agreed record of the meeting with a set of conditions for future conduct, which will be prepared by the instigator of the meeting and signed by the trainee. Such agreed conditions will vary in precise detail from Stage to Stage and from trainee to trainee but may consist of one or more of the following:

- a. Schedule of attendance and submission dates
- b. Statement of action/conduct in relation to the teaching/professionalism of the trainee
- c. Agreed targets to enable the trainee to progress satisfactorily on the programme
- d. Movement to the next Stage, especially where the trainee has been absent from the meeting and not made any contact
- e. Request to the trainee to withdraw from the programme (Stage Three only)
- f. De-registration from the LETTA ITT programme (Stage Three only)

B. THE TRAINEE PROGRESS MEETINGS

1. STAGE ONE

The first Stage consists of meeting called by the **LETTA** Programme Leader. The meeting will usually comprise the trainee, the Programme Leader, a LETTA tutor and the school-based mentor(s) but may include the trainee's friend or representative.

In requesting the Stage One, the Programme Leader must:

1. Make the request in writing stating time, date, location for the meeting and include a copy of these regulations
2. Make clear that the request is for a Stage One Meeting and that the trainee may be accompanied by a friend (or representative)
3. Identify a time and date such that there is sufficient notice to the trainee
4. Make clear that failure to attend without good reason will lead automatically to the instigation of Stage Two
5. Copy the notice to the trainee's school-based mentor. The notice should also be stored in the trainee's file, securely lodged with the LETTA Administrator.

At the meeting the Programme Leader must:

1. Explain the purpose of the meeting
2. Make the cause for concern clear to the trainee
3. Ascertain from the trainee any explanation in mitigation
4. Agree with the trainee conditions for future conduct
5. Inform the trainee that they will be given a copy of the record of the meeting including a statement of the conditions
6. Inform the trainee that failure to satisfy the conditions will result in the tutor requesting the implementation of Stage Two procedures

After the meeting the Programme Leader should:

1. Ensure that copies of the report are provided for the trainee and the school-based mentor.
2. Ensure all parties acknowledge and sign the report.
3. Ensure the LETTA Administrator lodges a copy in the trainee's file, kept in a secure location.
4. Monitor the trainee and their required conditions and organise a review of the targets set.

2. STAGE TWO

Where a trainee has failed to satisfy the conditions of a Stage One meeting, the Director of Teaching School should convene a Stage Two meeting.

Those in attendance should be Director of Teaching School, Programme Leader and LETTA tutor. A school-based mentor can also be present or the school can send a report about the trainee's performance.

In calling the Stage Two, the Director of Teaching School must:

1. Make the request in writing stating time, date, location for the meeting and include a copy of these regulations and a copy of the record of the Stage One Meeting
2. Make clear that the request is for a Stage Two Meeting and that the trainee may be accompanied by a friend (or representative)
3. Identify a time and date such that there is sufficient notice to the trainee
4. Make clear that failure to attend without good reason will lead automatically to the instigation of Stage Three. A copy should be lodged securely in the trainee's file

At the meeting the Director of Teaching School should:

1. Explain the purpose of the meeting
2. Make the cause for concern clear to the trainee
3. Ascertain from the trainee any explanation in mitigation
4. Agree with the trainee conditions for future conduct
5. Inform the trainee that they will be sent 2 copies of a brief record of the meeting including a statement of the conditions. Indicate to the trainee that they must sign and return one copy or they will be deemed to have failed the conditions
6. Inform the trainee that failure to satisfy the conditions will result in the implementation of Stage Three procedures

After the meeting the Director of Teaching School should:

1. Prepare and send copies of the report to the trainee and others giving notice of the meeting (even if not present).
2. Ensure a copy is lodged securely in the trainee's file
3. Monitor the trainee and their required conduct

3. STAGE THREE

Where a trainee has failed to satisfy the conditions of a Stage Two, the Director of Teaching School should make a request to the Accounting Officer, to instigate Stage Three procedures.

Those in attendance would be the Programme Leader, the LETTA tutor, the school-based mentor (although the school may send a report), a member of the SCITT Board, as nominated by the Accounting Officer, the trainee and his/her representative.

There are in essence two outcomes from a Stage Three meeting.

1. The trainee continues on the programme with an agreed set of conditions. The trainee will be informed that failure to satisfy the conditions will lead to outcome 2.
2. The trainee is requested to withdraw or, should they determine not to, is deregistered from the programme.

In the event of deregistration, the Accounting Officer will notify the trainee formally that their course of training has been terminated.

The decision is final. The Accounting Officer will inform the LETTA Board of the decision.

C. ADDITIONAL FEATURES

1. ATTENDANCE

The programme leads to a professional qualification and therefore all trainees are expected to act professionally. Attendance on the taught course will be compulsory, unless absence has been agreed, and notification of absence given to relevant tutors and school staff. Stage 1 will be automatic if attendance on the weekly taught programme is less than 85%

Attendance at school is also compulsory and trainees should follow procedures adopted in their schools. Trainees should note, however, that absence of more than ten days in total from school could result in the commencement of the Trainee Progress Procedures. Unexplained absence of more than one week or a pattern of absences from school, will also result in the instigation of the Trainee Progress Procedures.

2. TERMINATION OF STUDIES

In addition to the Staged Procedures, the Accounting Officer in liaison with the Head Teacher of the trainee's school, may terminate, at any time, the studies of a trainee who:

- a. demonstrates that, in the LETTA tutor's, mentor's and/or External Assessor's view, the trainee is unsuited to teaching
- b. jeopardises the learning, well-being, safety, or other interests of children in his/her care
- c. has omitted material information or provided untrue or incomplete information, in order to gain entry to the programme, or falsifies results, references or reports either prior to the start or during the programme
- d. demonstrates that s/he is not benefitting from the programme and making the necessary progress towards achieving the Teachers' Standards.
- e. fails to submit a completed DBS form and/or completed health questionnaire by the date required
- f. as a result of information about behaviour that is not deemed compatible with the teaching profession, and / or
- g. as a result of a DBS Enhanced Disclosure

A termination of studies will be reported to the LETTA Board at the next meeting.

3. CONTRACT OF EMPLOYMENT

For salaried trainees on a QTS programme:

Deregistration from the programme will certainly affect a trainee's situation regarding his/her contract of employment. Issues arising from this should be taken up with the Head Teacher of the school involved.

Deferral

There will no opportunity to defer unless in the professional judgement of LETTA tutors, Director of Teaching School and Programme Leader, there is evidence of significant unforeseeable personal difficulties which prevent completion of the programme. Under these circumstances, a trainee may only defer with the agreement of the Accounting Officer. If the trainee, seeking deferral, is a cause for concern and on the Staged Procedures, this procedure will be completed upon the trainee's return to the programme. However, this only

applies for trainees on Stage One. Trainees on Stage Two or Three of the Staged Procedures will be unable to defer.

A deferred trainee will not be able to continue studies, or be assessed or re-assessed, on the programme after a period of 3 years has elapsed from the initial point of enrolment. Failure to return within this timeframe will lead to withdrawal from the programme and be reported at the Final Assessment Board.

A trainee returning to the programme must fulfil all professional requirements for ITT programmes. The return date will be discussed with the trainee and will depend upon the availability of a suitable placement and the completion of the programme content. Trainees may only re-join the programme subject to there being no significant material changes to the LETTA ITT allocation and entry requirements for ITT.