

SUPPORT PLAN GUIDANCE NOTES

TRAINEE TEACHER PROGRESS – WHAT TO DO IF YOU HAVE A CONCERN ABOUT A MENTEES PROFESSIONAL PROGRESS

The progress of trainee teachers is monitored throughout their time on programme, academically and in practice.

This is achieved through:

- The trainee's professional behaviour and attitude at their academic study institution and their place of teaching practice,
- The standard of written assignments including Teaching Portfolio they produce during each module of study,
- Successful teaching observations by Subject Mentors and University Tutors together with completion of review feedback forms from University Teaching Practice tutors, Professional Mentors and Subject Mentors.

If it is noted that a trainee teacher is not meeting the standards required in any of the above areas the following procedures should be followed;

1. There should be an initial meeting with the Subject Mentor/University Tutor (depending on the nature of the issue) and the trainee teacher where the specific concerns are raised and discussed. It is important that this is recorded and the trainee teacher given the opportunity to address concerns raised. The University Tutor and Programme Leader need to be notified by email of the concerns raised at the meeting.
2. If concerns are not addressed satisfactorily by the mentee, a meeting with the University Tutor and Programme Leader will be arranged at the University/over video conferencing and a Support Plan action plan drawn up with goals and targets identified. A copy of this will be sent to the Subject Mentor. An appropriate time-scale should be agreed for the trainee teacher to complete the goals and targets in the action plan and a date and time set for a review meeting at the university.
3. If at the review meeting the identified goals and targets have not been met, and if this is not due to extenuating circumstances then the Head of School will be notified and a Progress Committee held with the Programme Leader to review the situation.

Note:

- In the case of the above situation arising, it is anticipated that the continued support and guidance from the university tutors, the Professional and Subject Mentor, would enable the student teacher to make satisfactory progress.
- A Progress Committee should only be convened when the above avenues of support and guidance have been covered and there are still concerns regarding the student being raised by one or more of the identified tutors.
- In the event that a trainee teacher fails to meet the required standards by the time of the scheduled end of the course an extension to teaching practice placement may be

possible. However the availability of this facility depends on a number of factors and a likely successful outcome.

- Record keeping is important that as soon as any concerns are raised, a written record is kept of any meetings and discussions with the trainee teacher.

If a trainee teacher fails an academic assignment, the following procedures should be followed – this is an automatic action plan ;

1. A refer grade marked on Moodle which is released to the trainee
2. The University Tutor should arrange a 1-1 tutorial with the trainee to discuss the feedback and the requirements needed to pass. A Support Plan action plan should be drawn up between the University Tutor and the trainee and this shared with the Programme Leader. Discussion regarding access requirements and uptake of additional service such as ASDAC and Learning Development Tutor support should be had to ensure the trainee is accessing all services of support. Option should be given for a one off, minimal formative feedback submission via email prior to second attempt submission. University Tutor to inform the trainee of the required second attempt submission date which is the final submission attempt for this artefact. All details of agreed actions and submissions should be recorded in the action plan.
3. If concerns are not addressed satisfactorily by the mentee i.e. a further referral of another submission occurs, a meeting with the University Tutor and Programme Leader will be arranged at the University/over video conferencing to review the action plan and consider further action. If at the review meeting the identified goals and targets have not been met, and if this is not due to extenuating circumstances then the Head of School will be notified and a Progress Committee held with the Programme Leader to review the situation.

If a trainee teacher fails an observation of teaching practice, the following procedures should be followed – this is an automatic action plan;

1. A refer grade is marked on the paperwork which is submitted to the teaching portfolio.
2. The University Tutor and Subject Mentor should meet to discuss the trainees progress to date and current targets, development requirements and action plans including a review of the PDR.
3. The University Tutor should arrange a 1-1 tutorial with the trainee to discuss the feedback and the requirements needed to pass. A Support Plan action plan should be drawn up between the University Tutor and the trainee and this shared with the Programme Leader. Discussion regarding areas for development and actions on how to improve practice should be noted on the action plan. It is recommended that informal observations are carried out before the second observation assessment attempt. The observer who failed the observation should discuss with the trainee a suitable re-observation date which is the final attempt for this observation. All details of agreed actions and submissions should be recorded in the action plan.
4. If concerns are not addressed satisfactorily by the mentee ie a further referral of another observation occurs, a meeting with the University Tutor and Programme Leader will be

arranged at the University/over video conferencing to review the action plan and consider further action. If at the review meeting the identified goals and targets have not been met, and if this is not due to extenuating circumstances then the Head of School will be notified and a Progress Committee held with the Programme Leader to review the situation.

The Progress Review Committee

The Progress Review Committee will be held at the university/via video conferencing software and will consist of:

The Director of ITT (who will chair the meeting), the course leader, another member of the ITT team, the trainee teacher and the trainee teacher's professional mentor. A member of administrative staff will minute the meeting. The trainee teacher may bring a student representative with them if they wish.

Where the trainee teacher and professional mentor cannot or do not wish to attend the meeting, they are welcome to provide suitable written documentation to be presented at the meeting on their behalf instead.

An agenda for the meeting will be Support Plan form. The agenda will clearly outline how the meeting will run and how the outcomes and decisions arising from the meeting will be shared with the trainee concerned.

The aim of the meeting is to try and find a way forward so that the trainee can be supported to successfully complete the course. However, each case will be treated individually and, in some instances, it may be the decision of the committee that a trainee must withdraw from the course or risk failing at that stage. Ultimately all decisions are based on the trainee's potential to meet the Teachers' Standards and will draw on all the evidence available to make that judgement.