

## PGCE Student Teacher Targeted Support Procedures and Form

The identification of a Student Teacher (ST) needing targeted support is intended to alert those agencies involved in training the ST to the need for additional support. It should be instigated by the University and school collaboratively in cases where there is clear evidence that an ST is failing to meet expected targets and/or there is an issue around professionalism.

The intended outcome of the process is for the ST to:

- Make the expected progress against set targets to meet the minimum standards required
- Make some progress against set targets but need additional time / support via a new target cycle to meet the minimum standard required, in which case an extension of the placement may be negotiated.

Common reasons for students to need targeted support:

- Lack of expected progress
- Poor planning and preparation
- Failing to act on advice
- Lack of organisation and commitment
- Professional conduct.

In a case where there are multiple concerns a staggered approach will be taken with the most serious concerns prioritised and dealt with first.

In cases where the student teacher does not meet the agreed targets and timescales, possible outcomes may be:

- Failure of the placement, with a resit considered at the exam board
- Withdrawal from the course
- Removal from the course due to a serious breach of professional conduct

Student teachers who have been recognised as not meeting the expectations associated with their current level of training will be identified as a Cause for Concern and will be subject to an action plan outlined on the Student Teacher Targeted Support Form below.

Step	Phase	Procedure / Action
1	Notification	School-Based Mentor (SBM) or Academic Mentor (AM) advises Course Leader (CL) that the ST is failing to meet expected targets on time
2	Targeted Support Form instigated	SBM, ST and AM and/or CL meet to identify issues and to agree and set clear targets including the monitoring period and date of progress meeting. ST Targeted Support form completed and shared with all parties
3	Monitoring	SBM, ST and AM support, observe as necessary and monitor progress towards targets set SBM provides written feedback on WTO form and shares with ST and AM
4	Progress Review	SBM, ST and possibly AM meet to review evidence against the targets set and discuss next steps ST Targeted Support form updated and shared with all parties

