

## Policy for School Selection and De-selection

### 1. RCTTP Policy for School Selection and De-selection

This Policy outlines the expectations, roles and responsibilities of everyone involved and connected with the Partnership so that each individual knows what is expected of them.

The policy is made available to all members of the Partnership through the RCTTP website. A hard copy of the policy is available, with relevant appendices, in the centrally held policy file.

RCTTP is dedicated to ensuring that trainees are placed in schools that provide high quality training placements where trainees get the best possible opportunity to meet the Teachers' Standards within a supportive environment whilst being challenged to reach their full potential. The Partnership Agreement (Appendix 7b) outlines the commitments of the school, trainee and RCTTP. In signing this document all parties agree to meet the defined expectations.

Schools register their interest in working within the Partnership by completing the Register of Interest Form (Appendix 8a) which is sent out to schools in the Autumn Term. The form also outlines the criteria for school selection (Appendix 8b). Schools must complete this as part of their register of interest, the information supplied will in part inform the decision about placing trainees. Other criteria considered when selecting a school placement for a trainee includes:

- Ability to provide supportive, high quality mentoring;
- Ability to provide a wide range of training and teaching opportunities which will enable the trainee to meet the Teachers' Standards
- The secondary subject placements offered by schools within the partnership

A programme of quality assurance monitors the extent to which schools are fulfilling the roles and responsibilities details with the Partnership Agreement.

Any issues arising through the programme of quality assurance will be investigated by RCTTP:

- In the first instance this will be raised informally to seek a practical solution;
- If the issues cannot be resolved informally, the Concerns Procedure (Appendix 4) will be implemented;
- If this fails to resolve the situation the trainee may be moved to new host school;
- If the concerns are serious, or it is deemed that the school is failing to meet its roles and responsibilities as set out in the Partnership Agreement, then the school may be deselected from the Partnership;

RCTTP need to be satisfied that partner schools have the capacity to undertake their responsibilities. Where a school has serious weakness or is in special measures, RCTTP may still chose to place trainees within the school, especially if the improvements to be made do not affect the subject or age range of the training. RCTTP needs to be confident that the trainee will not be disadvantaged by the school experience. The Programme Manager will discuss the placement of trainee(s) with the Headteacher of a Partnership School with serious weaknesses or which is in special measures. Should the placement be deemed to be suitable by both parties, additional Partnership Tutor Visits will be made during the training year to monitor the quality of training and the situation will be kept under close review.

Should RCTTP feel that a trainee is being disadvantaged by their school experience, or a school feel that a trainee placement is not working out, RCTTP will endeavour to secure an alternative placement for the trainee.

## **2. Roles and responsibilities**

### **2.1 Executive Committee**

The Executive Committee will:

- receive progress reports from the Programme Manager;
- discuss and approve any request for de-selection of a school based on continual non-attendance at Partnership meetings;
- discuss and approve any request for de-selection of a school based on failure to meet conditions set out in the Partnership Agreement
- assess and monitor the impact of this policy by annually reviewing any action taken under it.

### **2.2 Programme Manager and/or Course Leader**

The Programme Manager and/or Course Leader will:

- report to the Executive Group any concerns about the quality of school placements
- report to the Executive any school not fulfilling obligations laid out in the Partnership Agreement
- bring to the attention of the Executive Committee any incidence of continued non-attendance at Partnership meetings or training events.

### **2.3 Partnership Staff**

- Will familiarise themselves with this policy and their resulting responsibilities.

## **3. Complaints Procedure**

If anyone in the Partnership feels that this policy is not being followed then they should raise the matter with the Programme Manager who will facilitate the

appropriate action. In the first instance this will be raised informally in order to seek a practical solution. Action by the Programme Manager may include an investigation and the completion of a report on the issue. Reports on any such complaints will be given to the Executive Committee.

#### Linked Policies

- Quality Assurance Policy and Procedures
- Assessment Policy and Procedures
- RCTTP Roles and Responsibilities