



The Crypt School

Initial Teacher Training Policy

Lead Person: Katrina Plummer

Governing Body Committee: Resources, Staff & Pay

Introduction

The staff and Governors of The Crypt School are committed to providing high quality training for all teachers, staff and particularly those in Initial Teacher Training (ITT), in order that future generations of children receive outstanding and cutting-edge educational opportunities.

Through the development of real partnerships between the Crypt School and the ITT providers we use, there is an opportunity to bring new ideas, approaches and thinking to the school as well as the school influencing and nurturing the beginning of a career for new trainee teachers. Governors and staff understand that the experiences from this training year of teaching can have a profound effect on a teacher's subsequent career, helping to shape effective practice, establish appropriate expectations and develop the self-confidence and self awareness necessary for outstanding teaching.

The staff and governors of The Crypt School will ensure that the ITT programme will meet the following aims:

- To ensure that ITT is an integral part of the life of our school.
- To provide quality ITT that will give trainees the experiences necessary to fully meet the teaching standards set out by the Department for Education
- [Teachers' Standards guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- To create opportunities for all staff to develop through reflective practice and to value and share their expertise by working collaboratively and collegiately.
- To liaise with the Crypt Teaching and Learning group so that all staff are exposed to current educational methodologies and pedagogical theories.

Benefits for Crypt School

As an outstanding and strategic school, our work in ITT is part of the teaching and learning focus at the centre of our school improvement. We take pride in sharing our good practice and value

opportunities to reflect on new approaches and teaching methods which may be introduced to our school by trainee teachers. We have strong links with GITEP & the University of Gloucestershire, working with the University of Bristol and University of Worcester also.

Entitlement for trainees

We have a responsibility to ensure trainee teachers' entitlement to:

- Access to teaching opportunities in line with the Initial Teacher Training and Early Career Framework (ITTECF) – Sept 24 [ITTECF](#)
- A chance to reflect on pedagogy.
- An induction programme, which includes an introduction to and access to the whole school as an institution for teaching and learning.
- Support for all teachers, subject mentors, training managers and trainees as required.
- A school CPD programme linked to Performance Management targets and individual needs which all trainees at Crypt will be invited to attend.
- Monitoring and evaluation in collaboration with the ITT providers.
- Opportunities to attend extra-curricular events (e.g., parent's evenings, open evenings etc)

Roles and Responsibilities

ITT is a shared responsibility. All staff play a part in ensuring that ITT is successful and of benefit to trainee teachers, pupils and all school staff. This will necessarily involve joint planning, team teaching and completing a set number of formal observations as required by the ITT providers.

Some staff have specific responsibilities:

- **Head Teacher**
 - To implement and oversee the school's ITT policy.
 - To delegate responsibility for ITT to the TM.
 - Financial management and accountability
 - To ensure that the Training Manager has taken the NPQ in leading teacher development or one of the other 2 specialist NPQs / training with the equivalent content and quality.
- **SLT Line Manager for ITT**
 - Strategic oversight to ensure compliance with statutory requirements.
 - Budget oversight.
 - Monitoring and evaluation of ITT delivery within the school.
- **Link Governor**
 - To liaise with the TM & Headteacher about the ITT programme.
 - To promote the benefits of ITT within the Governing body
- **Training Manager/Professional Lead**
 - To organise induction programmes as outlined in the job description.
 - To provide a school based professional study programme as expected by the ITT providers.
 - To quality assure mentoring delivery.
- **Mentors**
 - To undertake training as dictated by DfE for mentors of ITT trainee teachers.
 - To provide opportunities for trainee teachers to 'learn that' and 'learn how' in accordance with the Initial Teacher Training and Early Career Framework (ITTECF) used by ITT providers.

- To contribute to training through imparting knowledge relating to their specialist subject, modelling excellent practice in lessons and in form time, giving trainees opportunities to; observe their lessons, team teach and help with lesson planning and marking as required by the Key Stage the trainee is teaching.
- To contribute to assessment by observing trainees and giving formal written feedback and informal verbal and written formative comments.
- To contribute to report writing at the times requested by the ITT providers.

Responsibilities of Trainees

May include:

- observations of Crypt teachers in specific subject areas or other subject areas as recommended by the TM/SM.
- planning, teaching, and evaluations of lessons they are timetabled for.
- participation in INSET as offered by the Crypt School
- reading recommended texts in preparation for written assignments
- Attending and writing reflections/notes on professional study sessions on aspects of teaching and the curriculum in school run by the TM.
- To adhere to professional standards while at Crypt as set out in the staff code of conduct policy.
- attending courses run by the ITT providers.

TRAINING:

Mentors

- Currently all nominated staff have some training as mentors/ tutors. This is provided by the ITT provider.
- Information regarding mentor training / funding for 2025-2026 and beyond has not yet been made available by the DfE.

Training School Manager

- Training is provided through our ITT providers.
- Additional opportunities can exist through involvement with working groups led by ITT providers.
- Other opportunities for training are planned through the Training School's Improvement Plan.

Review of policy

This policy's implementation and effectiveness will be evaluated each year as Trainees join the school and the policy is put into practice.

Reviewed: February 2025

Approved by the Head Teacher: February 2025

Review cycle: 2 years

Date of next review: February 2027