



**SOUTHEND  
TEACHER TRAINING  
PARTNERSHIP LTD.**

**INDUCTION DAY**

**2009**

**ASSESSMENT & MONITORING**



# The Training Year

- The Core Programme
- The Baseline
- The Individual Training Plan
- The portfolio
- The learning Journey file
- The teaching file
- Tutor Groups



# SCHEDULE

- **Initial visit** within the first half term.
- **Term 1 assessment** second half of term, and follow up if necessary.
- **Term 1 tutorial**
- **Term 2** monitoring visit similar to initial visit.
- **Term 2 Tutorial**
- **Term 2 assessment** when in 2<sup>nd</sup> key stage, and follow up if necessary.
- **Term 3** monitoring visit
- **Portfolio check** 4 weeks before final assessment.
- **Final assessment**, and award of QTS Grade.



# THE INITIAL VISIT

Meet with Mentor, Trainee, ITT Co-ordinator.

- Employment contract
- CRB
- Progress to date **CHECK AGE RANGES**
- Documentation received
- Mentor/Trainee relationship
- Entitlement
- Subject coach
- Initial needs analysis
- Training plan
- Skills test
- Reflective journal
- Assignment
- 2<sup>nd</sup> school
- Subject knowledge
- Standards tracker
- Any problems?



# Term 1 tutorial

- To meet need
- To focus on areas for development
- To discuss evidence



# TERM 1 ASSESSMENT

- After first half term
- Evidence of school based assessments
- Evidence of weekly Mentor meetings, action points arising from them, and success of implementation
- Watch one lesson [joint observation]
- Discuss progress with mentor
- Review Training Plan
- See Standards Tracker, Reflective Journal, Skills test results if taken, portfolio to date.
- Discuss arrangements for 2<sup>nd</sup> school/key stage experience
- Discuss visits and assignments
- Establish any areas for development and the actions necessary
  - Further detailed guidance will be given later in the term.



## TERM 2 VISIT

- Similar to Term 1, to check progress.
- Focus on arrangements for 2<sup>nd</sup> school experience.
- Focus on the action plan arising from Term 1 assessment.
- If necessary, focus on any areas that required the follow up visit.



# TERM 2 TUTORIALS

- As for Term 1.



# TERM 2 ASSESSMENT

- In 2<sup>nd</sup> school AND in a different age group.
- Evidence of school based assessments
- Evidence of weekly Mentor meetings, action points arising from them, and success of implementation
- Watch one lesson [joint observation]
- Discuss progress with mentor
- Review Training Plan
- See Standards Tracker, Reflective Journal, Skills test results if taken, portfolio to date.
- Discuss balance of key stage evidence.
- Review the assignment
- Establish any areas for development and the actions necessary
  - Further detailed guidance will be given later in the term.



# Term 3 Tutorials.

- As Term 1 and 2



# PORTFOLIO CHECK

- The Portfolio forms the main body of evidence for achieving QTS.
- It should be reviewed regularly and plotted on the Standards Tracker.
- Evidence should be relevant and personal. E.g. a complete policy document is NOT evidence.
- 4 weeks prior to Final assessment the Portfolio must be submitted for checking. A report detailing areas for improvement will be given. This will also be made available to the Final Assessor.
- Separate very detailed guidance for the Portfolio will be dealt with on September 16<sup>th</sup>.



# THE FINAL ASSESSMENT

- The assessor will not have been involved with the Trainee during the year.
- One whole day.
- 2 lessons seen.
- All evidence scrutinised.
- Interviews with Trainee, Mentor and/or ITT Co-ordinator.
- Final decision is made.
- Further detailed guidance will be given later in the year.



**AND SO** .....

- GOOD LUCK!!
- WE ARE ALL HERE TO HELP YOU!!