



West London Teaching School Alliance

School Direct Trainee Agreement

2018-19 Cohort

This agreement relates to School Direct Teacher Training (both salaried and unsalaried). The purpose of this agreement is to enable you to understand what the demands of the course are, and for us to help you think about and resolve any potential difficulties.

I understand and agree to the following and will act accordingly:

The standards for Professional Values and Practice are essential components of the course. I understand I am entering a professional training course, which will require high levels of professional conduct.

1 Policies and Procedures

- 1.1 I understand that as I will come into contact with young people, I will need to have an enhanced certificate from the Disclosure and Barring Service before I start my training in school. I understand that failure to disclose a DBS issue could lead to having to withdraw from the course at any time.
- 1.2 I have considered the impact that the course may have on my personal and financial circumstances and feel that I will be able to complete the course.
- 1.3 I understand that I need to meet the requirements of Fitness to Teach before starting the course. If there are changes to my health and wellbeing that adversely affect my ability to teach, I must notify my school mentor. I must also notify WLTA centrally ([Alex Dijkhuis adijkhuis@sacredh.lbhf.sch.uk](mailto:adijkhuis@sacredh.lbhf.sch.uk))
- 1.4 I understand and accept the professional nature of the programme and I agree to abide by all policies issued by my host and placement school and by the university and to act in a fully professional and considerate manner at all times.

2 Host School and Second Placement

- 2.1 I will be able to arrive at school by 8.00am and stay until (at least) 5.30pm as required.
- 2.2 I can only be absent in cases of genuine illness, serious family crises or unavoidable appointments or interviews. Wherever possible I will ask permission in advance from the Professional Coordinating Mentor (PCM) and mentor in school and provide medical/other certification.
- 2.3 If I have to be absent, then I agree that I will notify my class teacher mentor, PCM and university tutor as soon as possible and then on a daily basis.

- 2.4 I am aware that WL TSA schools extend from the Westminster in the East to Uxbridge in the West; and from Southwark in the South East to Paddington in the North.
- 2.5 I agree to travel to any allocated partnership school as the course requires and to accept the second WL TSA school placement allocated to me.
- 2.6 I accept that I will follow the school holiday dates of my host and second placement school.
- 2.7 I accept that all travel arrangements and costs are my own responsibility.

3 University based study

- 3.1 Attendance and good punctuality is required every day for the duration of the course.
- 3.2 I will be able to arrive at University before 9.00am and stay to 6.00pm if necessary.
- 3.3 I can only be absent in cases of genuine illness, serious family crises or unavoidable appointments or interviews; I will need to ask permission in advance from the Programme Director and provide medical/other certification.
- 3.4 If I have to be absent, then I agree that I will notify the Programme Administrator and subject tutor, as soon as possible and then on a daily basis. I will provide cover work for any classes that I teach on my days of absence to mirror the requirements of a qualified teacher.

4 Grading against the Teachers' Standards

- 4.1 I am aware that in addition to awarding the PGCE (on programmes that include this), the university has responsibility for recommending WL TSA trainees to the National College for Teaching and Leadership for the award of QTS.
- 4.2 I understand that time in school is essential to ensure that I am able to demonstrate competence across the National Curriculum (and Early Years Foundation Stage where relevant) and success in meeting all of the Teachers' Standards for QTS.
- 4.3 I understand that all trainees are assessed against the Teachers' Standards, which is a DfE requirement and provides a benchmark of the minimum requirements for recommendation for QTS.
- 4.4 I am aware that it is the expectation of both WL TSA and its university partners that all WL TSA trainees will have exceeded the minimum level and will have met the criteria to be graded 'Good' or 'Outstanding' for each of the eight Teachers' Standards at the point of gaining QTS.
- 4.5 I will abide by the university's criteria for awarding such grades.
- 4.6 I understand that ongoing bespoke arrangements and interventions are put into place for any trainee whose overall achievement is graded below Good in any of the eight standards. I

understand that such interventions form part of the training programme and may involve additional sessions outside regular teaching times.

- 4.7 I am committed to undertaking all interventions and additional workshops designed to support me through this process to the best of my ability.

Name (please print):

Signed:

Date: