

Ashton on Mersey SCITT
Risk of Failure Policy

Date amended: 20th July 2023

Aims

It is the aim of Ashton on Mersey SCITT to ensure that all trainees are given the full opportunity to complete their Initial Teacher Training programme and gain their Qualified Teacher Status.

We are aware that on rare occasions trainee teachers do not make the necessary progress. The trainee becomes a cause for concern potentially then being at risk of failure.

This does not mean that the trainee will not successfully complete the SCITT programme, it is a process that allows the SCITT to put in place a formal system of support as early as possible. This process should not come as a surprise to the trainee. Any trainee who finds themselves at risk will have been in contact with the SCITT Lead who will explain next steps.

This document sets out stages to be followed by the SCITT in response to any concerns raised by placement schools or SCITT staff in relation to the trainee's progress. This document should be read in conjunction with the SCITT code of conduct which sets out procedures to be followed if a trainee's personal or professional conduct comes into question.

Whilst there are formal opportunities for mentors to raise concerns with SCITT staff regarding a trainee such as the mid and end of placement reviews within each placement, we also ask them to raise concerns with the SCITT informally when necessary at any point during the programme.

Risk of Failure procedures

Once there are concerns about a trainee's progress they are initially put onto a Support Plan. Before being placed on a Cause for Concern. If a trainee is identified as having difficulty meeting the targets that they have been set through a Cause for Concern during their placement then they are at risk of failure. A risk of failure action plan will be put in place by the SCITT Lead and monitored on regularly until the trainee is back on track or in certain circumstances leaves the programme.

The SCITT will hold a central record for all cause for concerns raised by either a mentor, Headteacher, facilitator or a member of the SCITT team (including QI leads).

Support Plan:

The Support Plan is the first supportive step in the Risk of Failure policy. The Support Plan will focus a trainee on a trainee on a specific that may become a Cause for Concern. A cause could be raised around a trainee's engagement, progress, attainment or attendance. Targets (maximum of 3) are short term, achievable and reflect an area of concern with a rapid resolution. This will be monitored by the mentor, Professional Mentor and SCITT Lead. If a trainee meets the target they are considered back on track and no further action is required. If a trainee has only partially met targets, then they will be moved onto a Cause for Concern.

Cause for Concern:

The next step in the Risk of Failure policy is for a Cause for Concern action plan to be put into place. The action plan is completed with the trainee teacher, course leader and mentor. The purpose of the form is to identify the causes for concern and set clear action points (maximum of 3 per trainee) with strategies in place to support the trainee. The action points will be linked to a Learning Theme. The actions will then be reviewed by the SCITT Lead, mentor, trainee at the agreed review point.

Examples of cause for concerns include:

- Attendance
- Punctuality
- Reflecting on your practice
- Putting targets into practice
- Keeping your Mosaic profile up to date
- Professionalism

During the review meeting the SCITT Lead will assess and gather evidence based on the targets set for the trainee. If all targets have been met then the trainee will be taken off Cause for Concern and be 'Back on Track'. If the trainee has partly met the targets then they will be allowed one extension and a new review date will be set by the SCITT Lead. If the trainee has not met the targets then the SCITT Lead will move them onto a risk of failure action plan.

Risk of Failure:

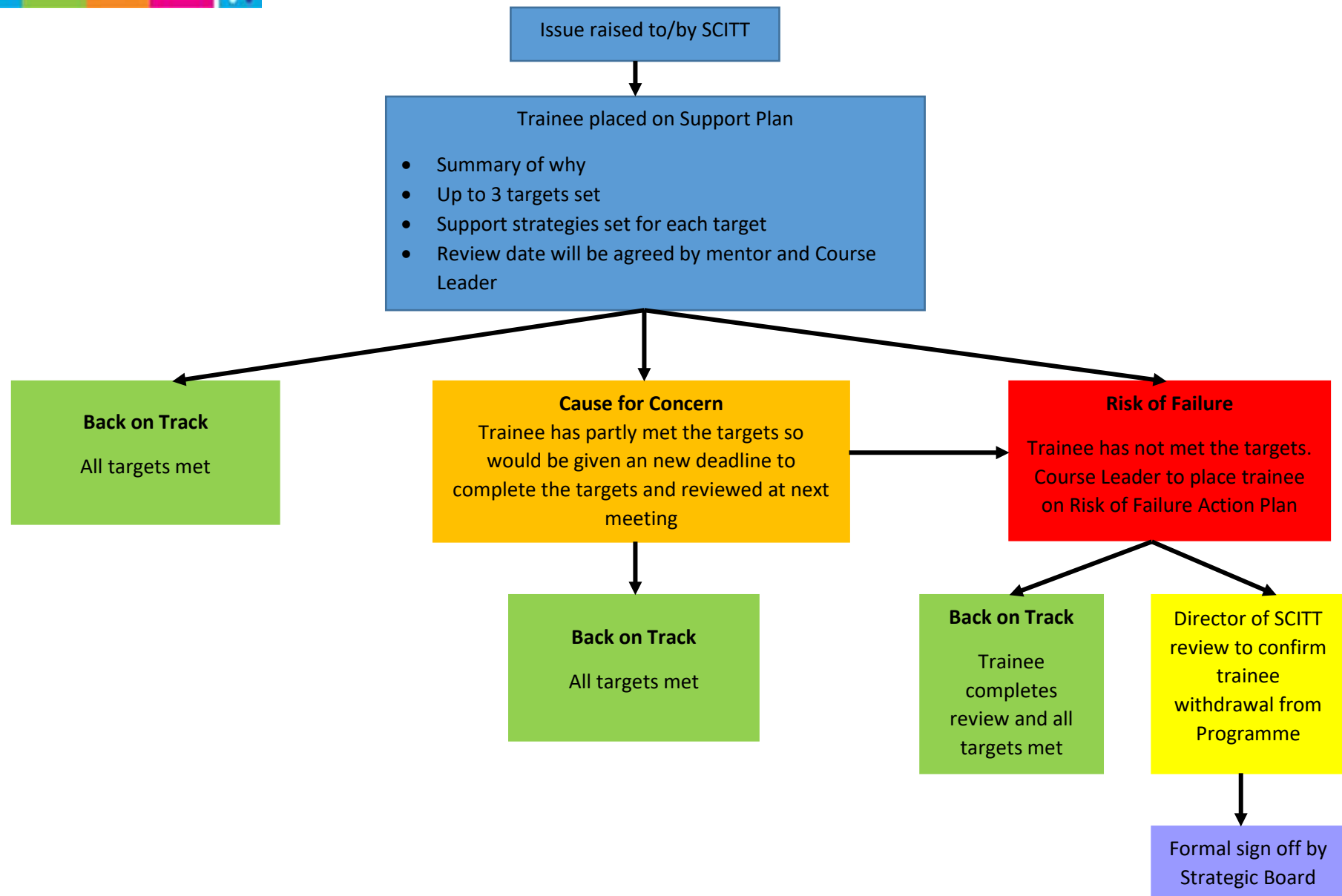
The risk of failure action plan will be completed with the trainee teacher, SCITT Lead and mentor. The purpose of the form is set the targets against the initial cause for concern and set clear action points (maximum of 3 per trainee) with strategies in place to support the trainee. The action points will be linked to a Learning Theme. The actions will then be reviewed by the course leader/mentor at the agreed review point.

During the review meeting the SCITT Lead will assess and gather evidence based on the targets set for the trainee. If all targets have been met then the trainee will be taken off the Risk of Failure Action Plan and be 'Back on Track'. If the trainee has not met the targets then

the SCITT Lead and SCITT Programmes Manager will pass this onto the Director of SCITT. They will then review all the evidence, including the cause for concern and risk of failure action plans and review comments. The Director of SCITT will then make a decision as to whether the trainee continues on the risk of failure action plan or if they need to be withdrawn from the programme. The Director of SCITT will present all evidence to a member of the Strategic Board and they will make a decision based on their findings.

If the trainee would like to appeal this decision then they need to formally write to the Strategic Board asking them to review the decision of withdrawal by the Director of SCITT.

Further information regarding appeals can be found in the SCITTs appeals policy



Support Action Plan

Trainee:		Placement School:	
Mentor:		Date:	
Concerns:			
Target 1: Quality of teaching/Evidence	Support Strategies	Date of Review	Outcome <input type="checkbox"/> Back on Track <input type="checkbox"/> Cause for Concern
Target 2: Quality of teaching/Evidence	Support Strategies	Date of Review	Outcome <input type="checkbox"/> Back on Track <input type="checkbox"/> Cause for Concern
Target 3: Quality of teaching/Evidence	Support Strategies	Date of Review	Outcome <input type="checkbox"/> Back on Track <input type="checkbox"/> Cause for Concern

Signatures

Trainee: _____

SCITT Representative: _____

Date: _____

Review

Trainee: _____

SCITT Representative: _____

Date: _____

Cause for Concern – Action Plan

Trainee:		Placement School:	
Mentor:		Date:	
Concerns:			
Target 1:	Support Strategies	Review	Outcome <input type="checkbox"/> Back on Track <input type="checkbox"/> Continuing Cause for Concern <input type="checkbox"/> Risk of Failure
Learning Theme:			
Target 2:	Support Strategies	Review	Outcome <input type="checkbox"/> Back on Track <input type="checkbox"/> Continuing Cause for Concern <input type="checkbox"/> Risk of Failure
Learning Theme:			
Target 3:	Support Strategies	Review	Outcome <input type="checkbox"/> Back on Track <input type="checkbox"/> Continuing Cause for Concern <input type="checkbox"/> Risk of Failure
Learning Theme:			

Signatures

Trainee: _____

SCITT Representative: _____

Date: _____

Review

Trainee: _____

SCITT Representative: _____

Date: _____

Risk of Failure – Action Plan

Trainee:		Placement School:	
Mentor:		Date:	
Concerns:			
Target 1:	Support Strategies	Review	Outcome <input type="checkbox"/> Back on Track <input type="checkbox"/> Failing Trainee
Learning Theme:			
Target 2:	Support Strategies	Review	Outcome <input type="checkbox"/> Back on Track <input type="checkbox"/> Failing Trainee
Learning Theme:			
Target 3:	Support Strategies	Review	Outcome <input type="checkbox"/> Back on Track <input type="checkbox"/> Failing Trainee
Learning Theme:			

Signatures

Trainee: _____

SCITT Representative: _____

Date: _____

Review

Trainee: _____

SCITT Representative: _____

Date: _____