



PENNINE LANCASHIRE
SCHOOL CENTRED INITIAL TEACHER TRAINING and
EDUCATION PARTNERSHIP

Interview Days

Notes for Guidance

PLEASE BRING THIS BOOKLET WITH YOU ON THE DAY

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1. Introduction

Congratulations on being among the very few people invited for the full selection process.

We receive many strong applications, and we have set the bar high for the invitations for interview so we have had, sadly, to decline to interview many people. We are looking forward to meeting you.

Selection processes can be quite daunting affairs, especially when you have much riding on the outcome, so I wanted to reassure you that the team will be wanting to help you show yourself off to best advantage, while giving you an honest sense of what training with us would be like.

I do hope that sets your mind at ease a little, and gives you plenty to think about before the day. If you need any further details please do email us via rmilnes@aldergrange.lancs.sch.uk.

Our Vision and Purposes

The late Professor Ted Wragg argued that, by virtue of their commitment and dedication to the development of children and young people, and through their professionalism and expertise, good teachers were simply “the best people on the face of the earth”. He also argued that they needed to be, because any teacher has the power to do immense good or incalculable harm to thousands of young people throughout a career.

In shouldering the immense and centrally important responsibility of recruiting, selecting, training, educating and bestowing Qualified Teacher Status to the next generations of our children’s teachers, we owe it to them and to our profession to have extremely high expectations of them. And perhaps even higher expectations of ourselves.

It is upon this simple but profound principle that all our all work as a Teacher Training and Education partnership is founded.

Our commitment is to ensure that our next generation of teachers is equipped on every level - personally, intellectually and professionally - to inspire new generations of learners and deliver a world class educational experience and outstanding outcomes for all the children and young people in our care. We have striven to establish a clear vision of what personal, intellectual and professional attributes are required to translate this commitment into reality. Every aspect of what we do derives from this.

The Pennine Lancashire SCITT is designed to improve the quality of teachers entering the profession, to enrich the design of ITTE and to deliver a quality of teacher training which will drive forward an enhanced model of school improvement across the Alliance. The partnership comprises Ofsted-graded ‘outstanding’ Secondary schools, ‘good’ schools with outstanding features, and Edge Hill University. It is intended to provide the Qualified Teacher Status (QTS) qualification along with Post Graduate Certificate Education at Level 7 in addition to the opportunity to gain a further 60 credits at Level 7.

Equal Opportunities

The members of the Pennine Lancashire SCITTE partnership and our Enhanced Experience Providers are committed to providing a warm, welcoming, encouraging and professional learning environment for all.

We seek, therefore, to challenge racism, sexism, ageism or homophobia and to remove obstacles facing people with disabilities or from particular socio-economic backgrounds.

It is required of everyone in our partnership to reflect these standards of behaviour at all times.

Alternative Formats

This booklet is available in alternative formats or larger font. Please contact the SCITT Administration Office on 01695 650950 to request a copy.

Learning Support Needs

Students with disabilities or specific learning difficulties, please refer also to **Section 7**.

2. Arrival and Car Parking

The Interview Day will take place in Alder Grange Community & Technology School and Sixth Form.

The address is

Alder Grange Community & Technology School
Calder Road
Rawtenstall
Rossendale
Lancashire
BB4 8HW

When you approach the school you will find a button roundabout at the end of Calder Road. Please take the first exit, through the main school gateway, and follow the roadway round, carefully (there are speed limits and tight turns), to the main car park. There is ample parking. From there you will see the sixth form building (a modern design with the “ag6” sign clearly visible). Go down the steps onto the main school site and follow the paths to the ag6 entrance. There are two or three routes to choose from.

When you arrive, please report to the ag6 Reception team and sign in. We’ll look forward to seeing you there.

3. What to bring with you on the day.

Firstly, we need to see **proof of your identity**. Because we are a school community with the safety and welfare of our pupils as the first priority we need to be sure you are who you say you are, so we shall need to see:

- Photographic Identification (a passport or driving licence will be ideal);
- Two recent passport-style photographs (which, if you are successful, will form part of your personal record).

Any candidate who is not able to show photographic identification on their interview day will not be able to proceed to their interview.

Secondly, we need sight of your **qualifications**.

Please bring with you **original** and **photocopies** of certificates, if already attained, which show passes in:

- grade C or above in GCSE English Language, Mathematics and Science, or equivalent qualifications
- A and AS levels, BTEC, GNVQ, AVCE, VCE qualifications, or equivalent awards
- Any other qualifications or awards which may not be formal requirements but which form a supporting part of your application (for example, Sport Governing Body Awards)
- Degree certificates (where these have been awarded)

Admissions staff will check your copied certificates against your originals and sign them as a true copy to be kept on your file. You will be able to take your original certificates home with you on the day.

Please note:

- **If you have changed your name since the certificates were issued, please advise us of this when you hand in your photocopies, and provide us with sight of the relevant documentation.**
- **If you do not bring photocopies of your certificates on the day and the decision of the panel is to offer you a place, we will withhold the offer until we have verification of your original certificates**

And thirdly, **for your interview** please bring with you:

- A pen
 - Any additional supporting evidence that you wish to show to your selection panel.

4. Interview Schedule

Interviews can be daunting affairs, especially when someone’s future depends on the outcome. We designed the interview experience to be thorough, fair and unthreatening; we want to see you and every other applicant at their best.

Interview days run throughout the year, so practical circumstances may mean that for *your* Interview Day there may be minor amendments to the programme. However, it will be as close as possible to this.

09:00	Candidates arrive and are welcomed by a member of the SCITT team. Candidates hand in their proof of identity and qualifications to be checked by the Admissions team. Candidates receive an updated personal schedule for the day and any Teaching Programme update.
09:30-10:00	Candidates undertake the Functional Literacy Test (15 minutes) followed by 15 minutes to prepare for the subject knowledge and practical tasks*. *Details of what to prepare in advance will have been sent with the email inviting you for Interview.
09:15-10:00	Interview Teams meet to: <ul style="list-style-type: none"> - Review applications for the day’s interviewees. - Confirm the issues to be explored in the interviews - Make the final preparations for the day.
10.00-12:30	Candidates begin the carousel of activities: <u>Presentation & Interview Panel:</u> this will explore candidates’ motivation for teaching, preparation to date, subject knowledge and readiness to begin the Professional Studies element of the Training Programme. It will begin with the candidate giving a short (5 minute) presentation on a current issue in education of the candidate’s choice. (The interview is expected to be around 30 minutes per candidate.) <u>Practical Teaching Task:</u> candidates are asked to plan and deliver a 30 minute lesson. This will normally be to a group of pupils but may be to other learners. It will be followed by feedback from those involved.
12.30	Final meeting with SCITT team member, checking contact details. There is and departure.
12:30-13:30	Interview Teams meet to consider judgements and feedback to be offered to candidates. Lunch will be provided.

5. The Interview Structure

Our aim at interview is to be able to identify the highest quality candidates; those best prepared to begin the Training Programme and most likely to be graded as “Outstanding” by the end of their training.

You will complete a short **Functional Literacy Test** at the beginning of the day. This is designed to test your use of written English and capacity to communicate in writing. This will be collected and marked during the morning and the outcomes presented to the Interview Team.

Interview Panel

You will have a 30 minute interview with a panel of specialists working in the SCITT schools and Edge Hill University. The interview will cover the following areas

- Your reasons for wanting to teach
- Your reasons for applying for *this* programme
- Your experience in schools and other educational settings to date
- the extent to which your existing **subject knowledge** equates to that needed to begin the Training Programme
- What you learned from your 5 day s recent “school experience”
- Your understanding of the role of the teacher
- Your own skills and attributes and how these might support you in being an outstanding teacher
- Current issues in education (as a 5 minute presentation at the start)

Practical Teaching Task

You will also spend around 30 minutes undertaking a **teaching task** and/or considering how you might undertake a teaching task. You will be given notice of the task or the material upon which it is based before you arrive and will have some preparation time to consider how to use this as the core of a teaching task. In particular we will want to discuss with you:

- What you would want the children to learn
- The teaching strategies you would employ.

This is designed to test your judgement, your capacity to build good relationships with pupils and your communication skills.

6. The Pennine Lancashire SCITT Programme, Qualified Teacher Status, Post-Graduate Certificate Education

This distinctive programme is an exciting opportunity to train to become an outstanding teacher for the 21st Century.

If you are committed to becoming an excellent, creative teacher of children and young people, want to acquire a deep understanding of how they develop and learn, and to prepare to be a leader of a fast-developing system then this is the programme for you.

You will be prepared personally, intellectually and professionally. You will learn how to enthuse and inspire your pupils and students through creative teaching while developing your own interests and receiving individual support to meet your needs. You will follow a number of strands throughout the Training Programme which will lay the basis of your career-long development as a teaching professional.

When you successfully complete this Programme you will:

- have strong subject knowledge across your subject specialism in Key Stages 3 and 4, and a working knowledge and some experience of Key Stage 5;
- have excellent classroom management skills;
- have a comprehensive understanding of how children develop, learn, and how to support their educational progress and attainment;
- have experience in an Early Years setting, Primary school, Pupil Referral Unit, Special School and two strong secondary phase schools, including post-16 provision;
- be competent in teaching the key national priorities in your subject specialism (literacy, numeracy and EAL)
- have a Minor Specialism in teaching children with Disabilities and SEN or Positive Behaviour Management;
- have developed a thorough knowledge and understanding of a range of issues related to education and professional care;
- be skilled in monitoring and managing your own development and learning;
- have earned Qualified Teacher Status, Post-Graduate Certification and significant numbers of credits towards a Master's degree.

How we will support you.

You will be based in a “home” school under the guidance of a **Subject Coach** - a designated experienced and highly effective teacher. There are numerous trained tutors and mentors in all the SCITT schools. Your Subject Coach will support you throughout the training process. You will observe their expertise as a model of outstanding practice and they will help you to develop, monitor and evaluate your own progress.

What will I study?

You will follow a number of strands throughout your programme, including:

- how to study effectively at Master's degree level and take charge of your own development.
- the planning, teaching and assessment skills that you need to be an excellent teacher;
- your own subject specialism to acquire outstanding subject knowledge across the entire secondary age range;
- children's cognitive, social, and behavioural development and a range of educational provision in order to become an expert. Within your specialism you will undertake action research projects in school and other settings and enhance your knowledge and understanding of how high quality educational provision is developed;
- work alongside Coaches, subject specialists, Lead Specialists in the key themes running across the Programme and your peers.

Your teaching timetable will increase in relation to responsibility, as your training progresses and you become more confident and competent in the classroom. You will progressively assume the responsibility for the children and their achievement and progress, involving excellence in teaching, learning and assessment.

How will I study?

The SCITT programme encompasses some time in the University and will include lectures, seminars and independent study supported by online and distance learning materials. In workshops you will engage in and reflect on classroom-type activities.

Your Professional Studies learning in the university and in the SCITT's schools will take place principally on Thursdays, with the other four days of the week being classroom based. Most Professional Studies days will be centred on the SCITT's schools to give you experience of seeing many schools in action. You will observe and talk to children and teachers, try out different teaching methods, and undertake a range of differentiated training experiences as you develop your role as an Early Years teacher and assume increasing responsibility.

You will work with children with a range of learning needs and with a range of abilities, providing you with excellent experience in classroom management and the ability to teach individuals and groups at a range of levels.

Our goal is for all our teachers to have Master's degrees over time, not just as a mark of their professional status but as a reflection of the quality of our professional thinking, learning and practice. This is why Master's degree accreditation and registration are integral to our Programme.

Who will be teaching me?

Your Subject Coach, school-based Expert Practitioners and university tutors will ensure that you learn from experts within the school and university settings. You will be taught by a range of highly qualified and experienced tutors especially highly effective practicing teachers. All care passionately about high quality education and will model outstanding practice to enable you to develop your own teaching style.

How will I be assessed?

Your learning will be assessed in a variety of ways, including portfolios of school-based work, written assignments, oral presentations and your teaching in schools and settings. You will be given clear assessment criteria and constructive feedback. The assessment is principally formative with us taking stock of your progress and introducing amendments to your training programme or personal work programme about every 6 weeks.

What are my career prospects?

We are committed to produce teachers who are grades at least “Good” and, wherever possible, “Outstanding”. These are the teachers schools want to employ. In our case, the Training Programme has been designed by schools and is supported not just by the SCITT schools but our wider Alliance of schools which stretches from Oldham, Bury and across East Lancashire. It is anticipated that most if not all our trainees will find employment in this area if they seek it.

Above all, the Programme’s structure and focus will make those who complete it successfully attractive recruits in any school.

7. Students with Disabilities or Specific Learning Difficulties

Applicants with disabilities or learning difficulties should note that the decision to offer a place on a course of Initial Teacher Training is made only on the selection criteria outlined in this booklet. However, you should note the following:

- If you normally have additional time for examinations or tests, or large font type, or any other specific arrangements, please contact the Admissions Office using the reply form provided with your letter of invitation. Please provide a copy of your LA 'statement' or a letter from your school, college or employer to confirm that additional time for tests is a requirement. If you require a BSL interpreter, it is important that you tell us on your reply slip about this and that you allow at least 5 working days for us to locate one for you. Unfortunately, there is a very limited supply of suitably qualified BSL interpreters and, therefore, the demand for these is high.
- Given the need for all trainee teachers to communicate clearly in spoken and written Standard English and to have excellent presentational skills, you should ensure that you have fully explored for yourself any issues in relation to teaching arising from your disability or learning difficulty, and have thought through any coping strategies and/or adjustments which will need to be made in the workplace to assist you. Please note that discussions about adaptations to the workplace would normally take place *after* an offer has been made to assist us in placing you in a school/setting, but you should begin your thinking about this as soon as possible.
- If you would like any confidential advice or information on our student support services for students with disabilities or learning difficulties, please do not hesitate to contact the following staff:

Mr Russell Milnes, Executive Lead	Telephone: 01706 223171 Email: rmilnes@aldergrange.lancs.sch.uk
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8. Our Decisions and Your Next Steps

You may not be informed of the outcome of your interview on the day.

However, an indication may be given to you by telephone on the day of the interview or shortly afterwards. You will be informed *formally* of the decision by the SCITT Administration Team as soon as we are in a position to commit to an offer of a place. Please note decisions will not be given over the telephone – you will be advised in writing only. All decisions will be transmitted to UCAS which will update your UCAS Track in real time.

If You Are Successful

Along with all providers of Initial Teacher Training, the Pennine Lancashire SCITT is not permitted to make any formal offers to applicants until we receive formal notification of our student number allocations from the National College for Teaching and Leadership (NCTL).

We may commence interviewing applicants before the allocations are received, therefore you may find that you will have to wait a number of weeks or months to receive a decision.

If your interview is successful and you are made an offer, you will be notified in writing. The letter will advise you to login to UCAS Track to check the specific conditions of your offer. If you have any queries regarding your offer conditions, you must contact the Executive Lead immediately and certainly within 14 days of the date on the offer letter.

Your letter will also identify targets for you to begin to address before you enrol on the programme.

If You Are Unsuccessful

If you are unsuccessful, we will send you interview feedback with an indication of the selection criteria that most influenced the decision of the interview panel together with any other relevant comments and guidance. **Admissions tutors cannot offer you further feedback on your interview.** You are welcome to reapply next academic year. If you choose to do so, you should reflect upon the feedback provided in order to help you plan what to do so that you can improve your application.

Our Initial Teacher Training Programme is predicated on the principle that as an aspiring teacher you will receive the highest quality experience to give you the opportunities to be an excellent teacher. As you study on a programme of Initial Teacher Training and Education you will be placed in settings that will provide you with a depth and breadth of experience. We will provide you with a number of Professional Practice settings that may be geographically diverse and that will, across the duration of the programme, provide you with an appropriate curriculum, age phase and learner- based experience.

If you agree to accept the offer of a place on your chosen programme then it is essential that you agree to the following criteria:

- If you accept the place on the programme offered to you, then you must ensure that all documentation in relation to you being legally able to train within educational settings, is provided by you within 3 weeks of you receiving documentation from the SCITT Administration Team.
- An enhanced DBS enquiry will be undertaken on all those successful in being offered a place and you must provide relevant documentation to support this as required.
- Ensure that all medical documentation is completed.

Please refer to the documentation you will receive from the SCITT Administration for further details on the above requirements.

- You will not be able to do any training in an educational setting unless you are: medically cleared, have Pennine Lancashire SCITT DBS clearance and fully enrolled as a trainee at the Pennine Lancashire SCITT.
- If your interview is taking place within 10 weeks of the commencement of the programme then you will have been advised to bring all documentation to the interview. If your interview is successful, then we will endeavour to process the DBS check immediately but there is no guarantee that it will be processed in time for you to be allowed to work directly with children. If this is the case, then you will need to be supervised at all times until the clearance comes through.

Training in Educational Settings

- The Partnership team will source all ITT professional practice in school.
- You will be expected to travel to your professional practice venue and you must be prepared that this may involve travelling some distance. You will be expected to drive or travel on public transport to your professional practice.
- We do not provide some reimbursement for travel to and from training.

'Where will placements be located?'

- Based upon your individual training plan a professional practice will be allocated according to your needs. This means that the periods of professional practice are not decided on geographical location but on your specific individual training needs identified in conjunction with a tutor. Therefore there is an expectation that you will

be required to travel to the professional practice. There is no set criterion for what is/could be deemed as a reasonable journey (this could mean several hours travel).

- Travel will be via car or public transport (please refer to the Trainee travel and accommodation policy). It is your responsibility to ensure that you are able to get to your professional practice by the time required each day.

Admissions Information

Additional notes to applicants who are subsequently made an offer after interview:

In order to ensure your smooth entry to Edge Hill University and your professional training programme, it is important that you adhere to the national criteria for entry to the profession by following guidance notes issued by the DFE/NCTL/UCAS/Edge Hill University Prospectus and that you are:

- a) able to comply with the requirements of the offer sent to you and any other requests as soon as they are asked for and certainly by no later than 31 August or an agreed date.
- b) able to meet the national requirements for full clearance to work with children in respect of the Police Act and the health standards to enter the profession
- c) responsible for:
 - i. completing all forms sent to you and the prompt return of the forms
 - ii. professional/academic references: Contacting your academic referee, **if requested to do so**, to arrange for a reference to be sent or faxed to the Admissions Unit on 01695 584628. (The decision on your application will be delayed until we are in receipt of this).
 - iii. providing the Admissions Unit with academic qualifications or examination results as soon as they are known.
 - iv. formal application through UCAS **if appropriate**

If you are having difficulties locating previous examination results/certificates it is important that you initiate a search on receipt of the offer either by or through contacting your previous school/college or the relevant examination boards. Please be aware that search fees are in place and searches take a number of weeks to complete.

We have listed below some of the examination boards:

Assessment and qualifications
Alliance (AQA)
(for NEAB, AEB, JMB, SEG)

Guildford

Stag Hill House
Guildford
Surrey

Tel 01483 506506

Fax 01483 300152

e.mail: postmaster@aga.org.uk

GU2 7XJ

website:www.aqa.org.uk

Manchester

AQA
Devas Street
Manchester
M15 6EX

Tel 0161 953 1180
Fax 0161 273 7572
e.mail: postmaster@aca.org.uk
website:www.aqa.org.uk

Edexcel Foundation

Stewart House
32 Russell Square
London
WC1B 5DN

Tel: 0870 240 9800
Fax: 0207 758 6960
e.mail:enquiries@edexcel.org.uk
website:www.edexcel.org.uk

**Oxford Cambridge and RSA
Examinations (OCR)**

Head Office
1 Regent Street
Cambridge
CB2 1GG

Tel: 01223 552552
Fax: 01223 552553
e.mail helpdesk@ocr.org.uk
website:www.ocr.org.uk

**Welsh Joint Education
Committee (WJEC)**

245 Western Ave
Cardiff
CF5 2YX

Tel: 029 2026 5000
Fax 029 2057 5994
e.mai: exams@wjec.co.uk
website:www.wjec.co.uk

Failure to comply with this could result in you having to take and achieve a satisfactory standard in other University equivalency tests for which a fee may be charged.

For applicants who have any doubts about complying with the national requirements to train as a teacher it is important that you are aware of the financial and enrolment implications of this when joining the professional training programme.

- a) Provisional enrolment only will be undertaken
- b) Limited access to IT and other learning facilities
- c) Restrictions in being allowed into schools/settings
- d) Financial support will be withheld
- e) The Pennine Lancashire SCITT has the right to cancel an application if it is subsequently found that information has been omitted or false statements made on the application form.

DISCLAIMER

The Pennine Lancashire SCITT makes every effort to ensure that this information is accurate at the time of printing. The Pennine Lancashire SCITT reserves the right to change or discontinue any course, programme or module, or the specific content thereof or to amend any other information without notice. The Pennine Lancashire SCITT does not accept any liability arising out of or in connection with any such changes.



Pennine Lancashire SCITT
Trainee Partnership Agreement

Name _____

Date of interview _____

Programme _____

It is a priority of the Pennine Lancashire SCITT to ensure all trainees are provided with a high quality experience. To facilitate this, Attachments and other experiences will be allocated based upon individual training needs, rather than on geographical location.

Do you agree to be placed anywhere within the * the Pennine Lancashire SCITT Partnership

YES

Signature:

Date:

NO

Signature:

Date:

(If no please state reasons)

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