

Bright Futures SCITT Support Process

We aim to conduct ourselves with fairness and integrity towards our trainees and partner schools. Our support procedure allows all partners (SCITT lead, mentors and trainees) to have a voice and to be treated fairly. A clear support procedure means that all partners are fully informed at each step of the process. We are committed to working in an inclusive way and treating all partners with respect.

	Stage 1
Concern	<p>Stage 1 is an informal stage in the support process</p> <p>Concerns raised by Professional Mentor, Mentor or Trainee</p> <p>Contact Lead at an early stage</p>
Action	<p>Preliminary ONLINE meeting – Programme Lead, Mentors and Trainee</p> <ul style="list-style-type: none"> • Discuss concerns raised • Agree SMART targets and identify action steps • Date set for review and observation to be carried out by Professional Mentor <p>All partners to agree to the expectation that action steps will be taken to address the concerns raised.</p>
Review	<p>Professional Mentor to observe lesson on agreed date, review targets and feed back to Lead. If concerns are ongoing, Lead will initiate Stage 2.</p>
	Stage 2
Concern	<p>Stage 2 is a formal stage in the support process</p> <p>A formal support plan will be put in place in response to ongoing concerns not addressed at Stage 1.</p>
Action	<p>ONLINE meeting with Lead, Trainee and Mentor (Class/subject or Professional Mentor)</p> <ul style="list-style-type: none"> • Identify appropriate support measures – might include additional training, planning support, adjusted workload etc. • Expectation set that additional support must result in progress • Plans put in place for additional support • SMART targets set with action steps • Review date set • Trainee to be made aware of next steps should support plan not lead to progress <p>All partners to view and sign the support plan.</p>
Review	<p>Copy of support plan to be shared with Mentor team and Trainee and signed by all partners. This will be retained as part of the student's record.</p>

	Stage 3
Action	Lead to carry out observation Review meeting to follow with Trainee and Mentor team.
Review	<ul style="list-style-type: none"> • Review lesson, actions and targets • Trainee must demonstrate that targets have been addressed and progress made in order to retain a place on the programme.
Notes	
<p>A Trainee must successfully complete a placement in each key stage in order to be recommended for QTS/EYTS.</p> <p>An Early Primary Trainee must successfully complete two placements in EYFS and one in Key Stage 1 in order to be recommended for QTS.</p> <p>A secondary Trainee must successfully complete placements in two contrasting schools in order to be recommended for QTS.</p> <p>If targeted support does not result in progress, the Trainee may be invited to a meeting with the SCITT Director to discuss their position.</p>	