

## Professional Progress Review

This document sets out the stages to be followed by the SCITT in response to any concerns raised by school or SCITT staff. 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 gives rise for concern. This document should be considered as constituting the professional progress review:

<b>Concern Identified</b>
<ul style="list-style-type: none"><li>• Concern identified by school or SCITT staff</li><li>• SCITT Area Lead addresses the concern directly with trainee</li><li>• Trainee acts on the advice. No further action is required</li></ul>
<b>Stage One</b>
<ul style="list-style-type: none"><li>• Concern continues (or a further concern is raised)</li><li>• SCITT Director is informed</li><li>• Warning letter is issued outlining targets linked to teachers' standards</li><li>• Professional progress review (PPR) sets timeline for trainee to address targets</li></ul>
<b>Stage Two</b>
<ul style="list-style-type: none"><li>• Concerns persist (e.g. trainee fails to meet targets from stage one or further concerns are raised)</li><li>• Second warning letter is issued, and meeting arranged with SCITT Director</li><li>• SCITT Area Lead, SCITT Director and trainee agree on further targets with deadlines</li><li>• Second PPR document is issued</li></ul>
<b>Stage Three</b>
<ul style="list-style-type: none"><li>• Failure to address targets in the second PPR results in third (and final) warning</li><li>• Final warning meeting and PPR convened for SCITT Director, SCITT Area Lead and trainee to discuss continuation on programme</li><li>• Final PPR document issued with targets and associated deadlines</li></ul>
<b>Stage Four</b>
<ul style="list-style-type: none"><li>• Failure to address targets in the third warning letter will result in dismissal from the course via a fourth letter</li><li>• Trainees should understand that certain behaviours may result in immediate dismissal from the programme such as:<ul style="list-style-type: none"><li>- A trainee being asked to terminate school placements from two different schools</li><li>- Serious breaches of the Code of Conduct</li></ul></li><li>• Appeals to this process should follow the SCITT Appeals policy and be considered as starting at part 1 of that policy.</li></ul>