



North Manchester  
ITT PARTNERSHIP

# North Manchester ITT Partnership Assessment Only Route Handbook

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# NMITTP Values

## **Straightforward**

Say it how it is! In a respectful way

Keep things simple, clear objectives, use your professional judgment and knowledge of the children

All decisions must be made in respect to what is best for the child

Be wary of jargon and a one size fits all approach –always question and use your professional judgment

## **Trustworthy**

Keeping our children safe in education is our priority – children need to be safe to learn well and thrive

Be honest in your self-appraisal, celebrate and enjoy each success and seek to be better and learn more

Your teacher development should be personalised and have impact

Safeguard the professional status of teachers

## **Helpful**

Share your successes, talents and knowledge

Work with others, learn from others

Always aim to make someone's day better

Remember what is important -look after yourself and your family – plan your time wisely ensuring a balance

## **Heart**

Be brave, be clear in your intentions in and outside of the classroom

Remember why you wanted to work with children

Remember that positivity breeds positivity, success and self confidence

A successful learner should learn from mistakes

## **Inspiring**

Always be a learner

Give yourself time to think and talk

Realise your ideas, what ifs...

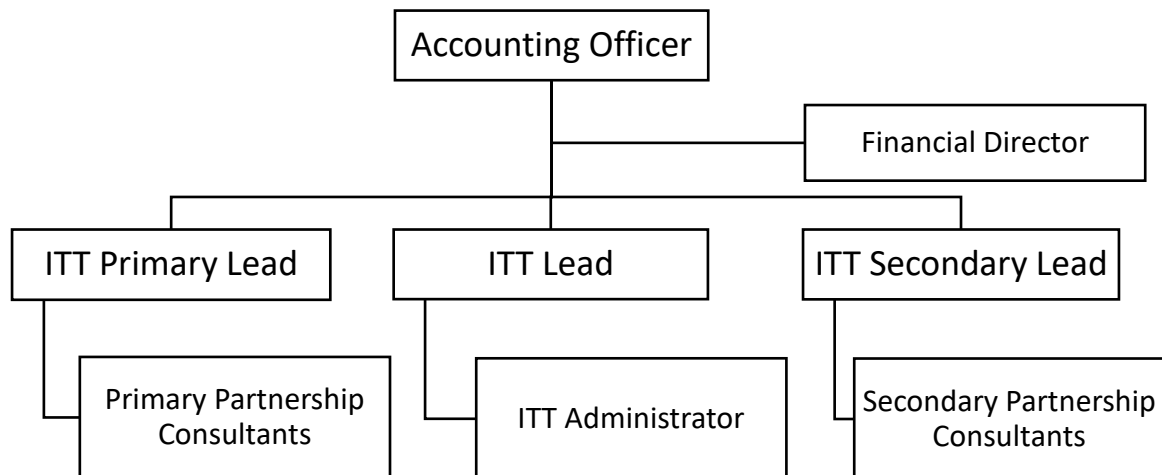
## Disability and Discrimination

The North Manchester ITT Partnership will abide by the Equal Opportunities Policy and Race Equality Policy. If you feel that you have been subject to prejudice or unfair treatment or if you feel that you have a disability and your needs are not being met the please do not hesitate to contact one of the school leads.

### 1. The NMITTP Team

<b>ITT Leadership Team</b>
<b>Accounting Officer</b> <b>Ian Wait</b>
<b>ITT Lead</b> - Jan Hindley 0161 202 8989 <a href="mailto:j.hindley@mca.manchester.sch.uk">j.hindley@mca.manchester.sch.uk</a>
<b>ITT Secondary Lead</b> – Jan Hindley  0161 202 8989 <a href="mailto:j.hindley@mca.manchester.sch.uk">j.hindley@mca.manchester.sch.uk</a>
<b>ITT Primary Lead</b> Catherine Burns 0161 202 28989 <a href="mailto:Catherine.burns@mca.manchester.sch.uk">Catherine.burns@mca.manchester.sch.uk</a>
<b>Finance Officer</b> – Dayan Atenyan 0161 202 0161
<b>Administration Officer</b> – Niamh Robinson 0161 202 8989 <a href="mailto:Niamh.robinson@mca.manchester.sch.uk">Niamh.robinson@mca.manchester.sch.uk</a>
<b>Safeguarding Lead</b> – Andrea Grant 0161 202 0161 <a href="mailto:a.grant@mca.manchester.sch.uk">a.grant@mca.manchester.sch.uk</a>

## Roles and Responsibilities: North Manchester ITT Partnership:



## Assessment Only Route Process

<b>Enquiry from Potential Candidate</b>
<ul style="list-style-type: none"> <li>Pre-Information form sent to potential candidate</li> <li>Candidate receives email and/or verbal support/advice</li> </ul>
<b>Assess pre-information and contact school/candidate for further information</b>
<ul style="list-style-type: none"> <li>Is the potential candidate suitable for the AO Route? (See appendix)</li> <li>If Yes: continue</li> <li>If No: no further action takes place</li> </ul>
<b>Further discussion with Potential Candidate and Head Teacher (Interview) Evidence collated and assessed against the Teacher Standards (revised 2013)</b>
<p>Detailed Application and discussion with the supporting Head Teacher Needs assessment and candidate information including the following:</p> <ul style="list-style-type: none"> <li>Medical/DBS/Prohibited list</li> <li>Relevant qualifications/literacy and numeracy skills tests</li> <li>References</li> <li>Details of schools</li> <li>Discussion and Collation of Evidence against the Teachers' Standards (2013)</li> </ul>
<b>Candidate is made aware of the Interview and Assessment Process</b>
<ul style="list-style-type: none"> <li>First Assessment Visit takes place. This acts as the interview and acceptance onto the Assessment Only Route</li> <li>Advice given, and observations made (Outstanding or Good expected); meeting with Subject Mentor and Head Teacher</li> <li>Evidence against the Teachers' Standards (2013) assessed for quality assurance</li> <li>Further Targets set</li> </ul>
<b>Is the Candidate's teaching Good or Outstanding? (Teachers' Standards, 2013)</b> <b>If Yes: continue</b> <b>If No: no further action takes place</b>
<ul style="list-style-type: none"> <li>Interim visit arranged for further Evidence File documentation</li> <li>Further internal support given to both AO Candidate and Subject Mentor where necessary</li> </ul>
<b>Second Visit – to observe and review Updated Evidence File; discussion with Subject Mentor Sign Off for Qualified Teacher Status CEPD completed</b>
<ul style="list-style-type: none"> <li>Complete Impact Study concentrating on teaching and learning impact– (Standards TS 2, 4, 5 and 6)</li> <li>SCITT External Moderator takes part</li> <li>Recommended for qualified teacher status (QTS)</li> </ul>

**Assessment Only Route Assessors**, Tim O'Brien and John Moulton act as assessors. SCITT External Moderator, Lorna Pout also moderates the final outcome.

## What is on Offer?

All Information is available at: [teachnorthmanchester.com](http://teachnorthmanchester.com)

Email: [alyson.midgley@mca.manchester.sch.uk](mailto:alyson.midgley@mca.manchester.sch.uk)

The **QTS Assessment Only Route** is designed for graduates with considerable experience of teaching in at least two schools (second school experience at least 20 days) or settings and the evidence to demonstrate teacher standards at least a 'good' standard. The route does not include any training; the candidate must be ready for assessment at application. The Assessment Only Route allows you to be assessed for qualified teacher status (QTS) in England **without further training**.

For qualified teacher standards (2013)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/665522/Teachers\\_standard\\_information.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665522/Teachers_standard_information.pdf)

The **length of the process** is usually no more than **3 months**. Start and end dates are negotiated with candidate, school and NMITTP. Assessment Only Route Partnership Agreement is signed.

Standard Fees for candidates teaching within 100 miles of Manchester	No Interim Visit	£2000
Standard Fees for candidates teaching within 100 miles of Manchester	Additional Interim Visit	£2350
Standard Fees for candidates teaching beyond 100 miles of Manchester	No Interim Visit	£2000 With additional Assessor travel and expenses incurred paid by the candidate or employing school *
Standard Fees for candidates teaching beyond 100 miles of Manchester	Additional Interim Visit	£2350 With additional Assessor travel and expenses incurred paid by the candidate or employing school *
Complete application – if application is accepted then the first payment must be paid To NMITTP	Application rejected- no payment necessary	
In case of any appeal	If an appeal against the decision is made then a further fee will be charged before qualified teacher status can be recommended	

If you think you are suitable for the Assessment Only Route, a pre-application form is available.

## **Assessment Only Route: Assessor Visit 1**

### **Purpose of Visit**

The assessor will visit the school/academy to conduct the interview process and decide on whether North Manchester ITT Partnership can proceed with the assessment only route.

The assessor will decide whether the supporting statements and evidence trails are sufficient for the candidate to be accepted on to the programme.

If the candidate is successful at this stage, then the second part of the visit will be to set a date for the final assessment and give clear guidance as to what extra evidence is still required to achieve QTS.

The assessor will decide whether the candidate needs an interim visit to help prepare them for final assessment. If this is agreed by the school and the assessor, this visit will incur an extra charge.

### **Details of the Visit**

The visit will take a whole day and must include the following:

- Two lesson observations of the candidate. For secondary, this should be one lesson in each key stage. For primary, this should be one English and one maths lesson across two age ranges 5-7, 7-9, 9-11.
- feedback by the assessor following each lesson (30 minutes in total)
- Interview time with the candidate and either headteacher or mentor which will include detailed discussion of the evidence trail and supporting statements. (1 hour)

At this point a decision can be made whether to accept the candidate onto the programme. Three decisions are possible.

1. Yes, we will go ahead and the date is fixed for final assessment.
  2. Yes, we will go ahead but an intermediate visit is needed before final assessment can take place.
  3. No, the candidate is not ready at this stage and may wish to apply again once the evidence trail has been strengthened.
- A further meeting with the candidate in the afternoon to look in detail at what evidence is missing, whether the candidate should aim for outstanding and how they might best prepare for final assessment. (90 minutes)



### **Assessment Only Route: Possible Interim Visit:**

The Interim visit may be deemed needed by the assessor. Targets and possible actions will be agreed during the first assessment visit. Targets are likely to be based on the collation and the format of the evidence.

### **Assessment Only Route: Assessor Visit 2 Final Assessment**

#### **Purpose of Visit**

To assess the candidate's ability to meet the teaching standards and to recommend Qualified Teacher Status, if the candidate is successful.

#### **Candidate Preparation for the Visit**

The candidate must present an updated evidence trail that fully covers the best fit criteria for each of the eight standards and part 2 at either the good or outstanding level. The candidate must also show the impact of this evidence on their pupils' learning and progress. In addition to presenting this evidence trail they will be required to present an impact study highlighting how their pupils have demonstrated this progress. Details of what is required for the impact study are attached.

#### **Guidance on Final Assessment Evidence Trail**

- Evidence must cover two key stages (secondary) and two age ranges (primary) and be drawn from experience in two different schools.
- Evidence must demonstrate pupil progress in the period between the initial and final visits.
- Evidence must be drawn from a minimum six observations across both key stages/age ranges in the period between the initial and final visits.
- Evidence must be drawn from a minimum of six lesson plans, three per key stage or different age range between the initial visit and the final visit. These lesson plans should include reflective evaluations which inform further planning and focus on pupil progress and the reasons for this in each lesson.
- Evidence should include the impact of any personal research or school-based training experienced between the initial and final visits.

Please note that you do not need supporting statements for the final visit, just the completed evidence trail.

## **Details of the Visit**

The visit will take a whole day and must include the following:

4. detailed discussion of the evidence trail with the candidate and headteacher or mentor (90 minutes)
- two lesson observations of the candidate. For secondary, this should be one lesson in each key stage. For primary, this should be one English and one maths lesson. (across the age phases (3-7; 5-11, 11-16)
- feedback by the assessor following each lesson (30 minutes in total)

impact study presentation (30 minutes)

assessor meets with the Headteacher to make a decision on whether the candidate is recommended for QTS (30 minutes)

### **To Note:**

Appeals Committee:

- If the school or candidate wishes to appeal against the final decision, whether to award qualified teacher status, the appeal will be dealt with at the ITT Programme Board