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# PROCEDURES FOR SELECTION AND DESELECTION OF PARTNER SCHOOLS

## Purpose:

To ensure that all procedures relating to selection and deselection of partner schools are completed according to the requirements of the University of Exeter’s Teaching Quality Assurance Manual (TQA Manual) Student placement: Code of Good Practice (<http://admin.exeter.ac.uk/academic/tls/tqa/Part%205/5KStudent%20Placements.pdf> )

## Aims:

To ensure that

* only those schools and teachers who can offer appropriate training and support for trainees are selected to work within the partnership.
* schools which do not meet agreed standards of provision for school-based work receive extra support to enable them to reach the agreed standard (e.g. additional partnership support sessions/school visits) or, if this is not desirable/possible, are not selected for partnership until they are able to show that they can meet partnership requirements.
* to ensure that all university personnel are aware of their roles and responsibilities
* to provide guidelines for action to be taken in the event of schools falling short of partnership criteria.

## Responsibilities and Procedures

**Partnership Director**

Responsible for all activity related to partnership

**Partnership Relations Managers**

To ensure that new partner schools are recruited to the partnership, through:

* annual distribution of Schools’ Brochures *School Partnership in ITE* and offers portal
* targeting of schools in specific areas/types
* response to school enquiries
* visiting prospective partner schools

To renew partnership annually for current partner schools following trainee and UVT evaluation

To ensure that schools meet quality requirements outlined in *DfE ITT Criteria* and Ofsted *Framework for the Inspection of Initial Teacher Training.*

To liaise with Programme Directors/Subject/Pathway Leads in supporting/deselecting current partner schools which do not meet quality standards

To ensure that all information received through this process is treated confidentially

**Partnership Administrators**

To organise and oversee procedures for distributing the Schools’ Brochure *School Partnership in ITE and* offers portal

To organise and oversee the collation and recording of attendance records for all induction and training sessions

To keep the Partnership Relations Managers informed of any problems encountered

## Selection Criteria

**Partnership Relations Managers**

Ensure that schools’ applications for partnership are considered against the following criteria:

The school’s commitment to:

* provide high quality training through demonstration of good practice, observation and feedback of training
* engage with the Exeter Model of ITE, assessing trainees accurately against the Profile Descriptors and ultimately the Teachers’ Standards (for QTS)
* ensure staff attendance at training sessions held by the university to ensure all staff are well-prepared for their training role
* provide access to resources within the school, as far as the school’s resources allow
* to ensure that the quality of provision for training within the school is monitored regularly internally and that information arising from this monitoring and from the university evaluation process is used to improve training in the school
* The school’s ability to:
* meet the *Criteria for Joining the Partnership* (*see**Schools’ Brochure)*
* agree to abide by the conditions of the *Memorandum of Understanding (Partnership Agreement for Lead Schools)*
* provide an Ofsted report which is Outstanding, Good or Requires Improvement.
* or follow the Procedures for Ofsted Graded Inadequate Schools

## procedures for selection

Our aim is to maintain our existing pool of quality partner schools and to expand provision in areas of need.

Ability to meet the above criteria for selection can be evidenced in a variety of ways including:

* Reading Ofsted inspection reports and identifying specific school and departmental strengths
* Selecting schools which enable trainees to meet the ITT requirement of gaining experience in schools in challenging socio-economic circumstances and those judged to require improvement
* Scrutiny of school website to determine the quality and range of provision
* A school visit: wherever possible, prospective partner schools are visited by Partnership Director or a Partnership Relationship Manager
* School agreement to the principles of training at the University of Exeter
* A willingness to sign and abide by the Memorandum of Understanding (Partnership Agreement for Lead Schools) is a necessary pre-requisite for selection

## Procedures for deselection

The university’s first priority is to increase training capacity and training quality within the partnership. If any concerns about quality of provision are raised, then steps are taken to improve provision in the first instance rather than to deselect. This is achieved by:

* Ensuring that all schools’ applications for partnership are reviewed annually on the basis of evaluation data from previous year.
* Monitoring the quality of provision for ITE in existing partner schools through the university evaluation process (see Procedures for Quality Assurance of Mentoring and School based work provision for all ITE Programmes).
* Partnership Relations Manager to raise any concerns with the ITEC to work together to resolve issues.
* Arranging a support visit, if necessary, by the Partnership Director or a Partnership Relations Manager.
* Provision of additional training including additional UVT visits where necessary.

Where partnership evaluation procedures have shown that, despite the additional support outlined above, the partner school is not meeting quality standards, then the following steps are taken to effect deselection:

* in discussion with the school ITE Coordinator (ITEC), the individual department/teacher ceases to be involved in ITE in partnership
* the school partnership is not renewed the following year
* in extreme cases, in liaison with Programme Director, removal of trainees from the school (see Procedures for Ofsted Graded Inadequate Schools)
* permission to use the partner school logo is withdrawn

## Documentation and Records

* Teachers’ Standards 2011 (updated 2021)
* Schools’ Brochure School Partnership in ITE
* Procedure for Quality Assurance of Mentoring and school based work provision for all ITE Programmes
* Memorandum of Understanding
* Partnership Agreement (for Lead Schools)
* Annual evaluation data review of current partner schools
* UVT visit records in IDP
* Record of attendance at Exeter Model Induction and Training, Development and Consultation sessions
* Procedures for Ofsted Graded Inadequate Schools

## Evaluation and Development

**Partnership Director:**

To monitor overall spread and quality of partner provision across the South West and London, anticipating future needs, in liaison with ITE Management colleagues

To monitor patterns of selection/deselection, relating to phases, subjects and types of school

To ensure appropriate steps are taken to address problems encountered with any of the above procedures

**Partnership Relations Managers**

To advise Partnership Director in a timely fashion regarding any issues arising from the selection and deselection of placements

**ITE Partnership Office**

To ensure all school-based-work issues reported to exeterpartner are recorded and escalated to Partnership Relations Managers and UVTs