

BOURNEMOUTH BAY TEACHER TRAINING PARTNERSHIP

GOVERNANCE AND MANAGEMENT STRUCTURE

The Bournemouth Bay Teacher Training Partnership (BBTTP) will operate through the following groups:

- Strategic Partnership Board
- Professional Tutor Group
- Lead Subject Tutor Group
- Awards Group

Please refer to the diagram which illustrates the relationships between these groups

As Bournemouth Bay Teacher Training Partnership is part of the Twynham Learning Trust it is supported by the trust in all issues of leadership and management. The SCITT Director reports to the Accountability and Scrutiny Board of Twynham Learning (the accredited provider) and the CEO is designated as the Accounting Officer.

The roles and responsibilities of the identified groups and post holders are as follows -

1. Strategic Partnership Board (SPB)

The Bournemouth Bay Teacher Training Partnership Strategic Partnership Board (SPB) has a strategic management function rather than an operational or administrative role, and therefore sets helps to shape strategy for the Partnership and provides challenge and support for policies and curriculum development in line with the Initial Teacher Training Early Career Framework (ITTECF). It monitors and directs the general development of the programme, which is operationally managed by the Director of Education on behalf of the accredited provider. The SCITT Director in turn reports to the Accountability and Scrutiny Board of Twynham Learning which retains ultimate responsibility for course quality, for all appointments and for its financial management.

The Strategic Partnership Board will have a role in discussing and clarifying policies, developing the curriculum principles and curriculum; agreeing the mentor curriculum and mentor audit, and sharing the workload of future Intensive Training & Practice (ITaP) weeks.

Group Membership

The membership of the Strategic Partnership Board will be:

- Director of Education of Twynham Learning
- Headteacher representative from The Arnewood School, PHS and Ringwood School
- Headteacher representative from at least two other partnership schools
- BBTTP SCITT Director
- Hub Directors
- Local TSH Leads
- Clerk

Chair

The Chair shall be the Director of Education

Review

The membership of the group shall be reviewed every 3 years

Frequency of meetings

The Strategic Partnership Board shall meet as a minimum once per term but may meet more often if required.

Method of Working / Terms of Reference

- The SPB requires a minimum of four members or nominees to be present to be quorate.
- Representatives shall be empowered to make decisions on behalf of their school or other nominating body.
- An annual cycle of standard meeting dates will be agreed in advance
- The Minutes of the SPB will be circulated to all members, and to all Headteachers of schools within the partnership via e-mail, on request.
- Reviewing the partnership and its membership and working structure.
- Acting as part of the Appeals procedure, in cases of dispute over assessment or disciplinary issues.
- Reviewing and agreeing policies and procedures, including QA
- Reviewing and discussing strategies priorities including the excellence plan and the self-evaluation
- Endorsing recommendations and taking decisions on behalf of the partnership, including agreeing bids for allocated places from DfE
- Monitoring of QA and the Self-evaluation
- Taking responsibility for the monitoring, evaluation and review of aspects of the training programme/ ITaP/ partnership improvement plan

ITT Criteria

The Strategic Partnership Board shall have overall responsibility for ensuring that the BBTTP training provision meets the Secretary of State's ITT Criteria, with specific responsibility for Criteria C3.1, C3.2, C3.3 & C3.4

C3.1 That their management structure ensures the effective operation of the training programme.

C3.2 That partners establish a partnership agreement setting out the roles and responsibilities of each partner. Provision that is not school-led must assure the significant role of schools in recruiting, selecting, training and assessing trainee teachers.

C3.3 That they comply with all current legislation relevant to ITT.

C3.4 That they monitor, evaluate and moderate all aspects of provision rigorously and demonstrate how these contribute to securing improvements in the quality of training and the assessment of trainees.

2. Professional Tutor Group (PT)

This group is responsible, together with the Lead Subject Tutor Group for all aspects of the training provided by the partnership.

Group Membership:

- 1 Professional Tutor or ITT Co-ordinator from each partnership school
- SCITT Director
- QA Manager (for joint meetings with Lead Subject Tutors)

Chair

The Chair shall be The SCITT Director

Frequency of meetings

The Professional Tutor Group shall normally meet once per half-term, normally after the Lead Subject Tutor Group. The Professional Tutor Group representative reports to their respective Head Teacher to keep them informed of pertinent ITE developments. Occasionally, joint meetings with the Lead Tutor Group may be scheduled.

Method of Working/Terms of Reference

The PT Group considers all operational matters relating to school-based training within the partnership including:

- Overseeing the design, delivery and implementation of the PT Programme, including the allocation of trainees to school placements
- Training of their school-based subject mentors
- Moderation of delivery of mentor sessions to ensure coherence and continuity
- Ensuring the consistency of delivery across the partnership of schools
- Receiving verbal or written reports from the SCITT Director or QA Manager
- Advising the SCITT Director on the design, implementation, assessment and evaluation of the central training programme
- Ensuring effective integration of elements within the central taught programme, and school-based components of the course
- Assessment procedures including internal moderation
- Implementing standardised documentation for the setting and recording of assessments
- Contributing to trainee's progress trackers and final reports
- Advising the SCITT Director of staff development needs
- Responding to issues arising from Trainee Evaluations
- Contributing to the monitoring, evaluation and review of aspects of the training programme/ partnership improvement plan

ITT Criteria

The Professional Tutor Group shall share the delegated responsibility for ensuring that the BBTP training provision meets the Secretary of State's ITT Criteria, specifically Criteria C2.1a, C2.2, C2.3, C2.4.

C2.1a That the content, structure, delivery and assessment of programmes are designed to enable trainee teachers to meet all the standards for QTS across the age range of training

C2.2 That they prepare all trainee teachers to teach within one of the following age phases: ages 3-11 (primary); ages 7-14 (middle); ages 11-19 (secondary)

C2.3 That training programmes are designed to provide trainee teachers with sufficient time being trained in schools to enable them to demonstrate that they have met all the standards for QTS. This means they would typically be structured to include at least 120 days (24 weeks) for a secondary graduate QTS programme

C2.4 That each trainee teacher has taught in at least two schools

3. Lead Subject Tutor Group (LST)

This group is responsible, together with the Professional Tutor Group for all aspects of the training provided by the partnership.

Group membership

- Lead Subject Tutor Representative for each subject area
- SCITT Director
- QA Manager (for joint meetings with PT group)

Frequency of Meetings

The Lead Subject Tutor Group shall normally meet once per half-term; one meeting each term may be a joint meeting with Professional Tutors, these meetings will be focused on steering the partnership (Partnership Steering Group).

Method of Working/Terms of Reference

This group has delegated responsibility for:

- Reviewing programme quality.
- Reviewing the assessment procedures, including internal standardisation and receiving reports from the External Examiner on these.
- Receiving reports of trainee evaluations and reviewing action plans in response to these.
- Receiving reports from OFSTED, DfE, External Examiner and validating bodies; and monitoring implementation of action plans in response to these.
- Issues raised by Trainee feedback
- Proposing recommendations for action to the Strategic Partnership Board on matters arising from monitoring and evaluation of the curriculum.
- Reviewing and implementing procedures for the selection and training of subject mentors.
- Taking responsibility for the monitoring, evaluation and review of aspects of the training programme/ partnership improvement plan
- Reviewing and sharing best practice on their Specialist Subject Sessions

ITT Criteria

The Lead Tutor Group shall share the delegated responsibility for ensuring that the BBTP training provision meets the Secretary of State's ITT Criteria, specifically Criteria C2.1a, C2.2, C2.3, C2.4. C2.5

C2.1a That the content, structure, delivery and assessment of programmes are designed to enable trainee teachers to meet all the standards for QTS across the age range of training

C2.2 That they prepare all trainee teachers to teach across two or more consecutive age ranges and engage them with the expectations, curricula, strategies and teaching arrangements in the age ranges immediately before and after the ones they are trained to teach.

C2.3 That training programmes are designed to provide trainee teachers with sufficient time being trained in schools to enable them to demonstrate that they have met all the standards for QTS. This means they would typically be structured to include at least 120 days to be spent in training in schools, early years or further education settings

C2.4 That each trainee teacher has taught in at least two schools

4. Awards Group

This group is responsible for the assessment and validation of trainees, and endorses the recommendation of QTS.

Group membership

- Director of Education of Twynham Learning
- 2 Headteachers or Strategic Partnership Board Representatives
- SCITT Director (acting as Registrar)
- Hub Director
- 1 Professional Tutor
- Clerk

Chair

The Chair shall be elected annually from among the members of the group

Frequency of Meetings

The Awards Group shall meet annually but may meet more often if required.

Method of Working/Terms of Reference

The Awards Group has responsibility for the Assessment and Validation of the trainees for the award of Qualified Teacher Status (QTS). It makes recommendations to the Strategic Partnership Board for the award of QTS.

The role and responsibilities of the Awards Group include:

- Overseeing the assessment process, in order to ensure that the standards achieved by trainees are comparable with those of other secondary ITT Programmes and PGCE Courses.
- Ensuring that the assessment standards of the practical elements of the teacher training are fair and accurate.
- Advising the Strategic Partnership Board on the format, content and assessment criteria of written and practical assessments
- Providing verbal and written feedback to the Strategic Partnership Board and to make recommendations for improvements to the assessment procedures of the training programme

The award of the PGCE is undertaken by the University of Reading who abide by the appropriate regulations of the institution.

Reporting

The Awards Group shall report to the Strategic Partnership Board.

ITT Criteria

The Awards Group shall have delegated responsibility for ensuring that the BBTP training provision meets the Secretary of State's ITT Criteria, specifically Criteria C2.1b

C2.1b That the content, structure, delivery and assessment of programmes are designed to ensure that no trainee teacher is recommended for the award of QTS until they have met all of the standards for QTS.

5. Appeals Committee

The function of the Appeals Committee is to review Appeals against decisions made by the Awards Group. The Appeals Committee may also meet in cases of appeals against disciplinary or other action.

Group Membership

- 3 Headteachers or Professional Tutor group Representatives

To ensure fairness, the membership of the Appeals Group is drawn from the Strategic Partnership Board and shall be different from the Awards Group.

Chair

The Chair shall be elected by the members of the Strategic Partnership Board.

Method of Working/Terms of Reference

The group will meet as required to hear bona-fide appeals submitted by trainees, according to the procedures outlined in the BBTP Appeals Policy.

Reporting

The Appeals Committee will report to the Strategic Partnership Board and the SCITT Director will then report to the Accountability and Scrutiny Board, accountable to Twynham Learning.

Financial Support

The Twynham Learning Finance Team are responsible for supporting the SCITT Director to financially plan and model the annual cost of ITT provision and develop an appropriate budget. They dispense trainee bursaries, collect tuition fees for those trainees not getting a student loan, pay partner schools for taking trainees on placements and Lead Subject Tutors, Lead Mentors and the QA Manager.

Frequency of Meetings

A representative from the finance team shall normally meet with the SCITT Director and their line manager once a term but may meet more often as required.

Method of Working/Terms of Reference

- Ensure secure financial systems and management in line with Annex B of the ITT Criteria
- Ensure separate budget lines for all income and expenditure linked to BBTP training
- Ensure compliance with all financial procedures
- Construct and recommend the annual budget and cash flow plan
- Monitor the monthly income and expenditure budget
- Provide termly financial reports on income, expenditure and cash flow to the Strategic Partnership Board and the SCITT Director
- Oversee the production and auditing of Annex G to the DfE

ITT Criteria

The Finance Group shall have delegated responsibility for ensuring that the BBTP training provision meets all the financial responsibilities and elements in Annex B of the ITT Criteria

Recruitment and Selection

This deals with all aspects of recruitment and selection of trainees.

Parties involved

- PHS hub director
- Relevant Lead Subject Tutor / Lead Partner School nominated subject specialist
- SCITT Director

Method of Working/Terms of Reference

The parties involved will have delegated responsibility for:

- Active recruitment / advertising of the training programme.
- Overseeing the organisation and management of the selection procedures.
- Monitoring selection criteria according to the ITT Criteria.
- Verifying decisions of the interview panels according to the ITT Criteria.
- Monitoring effectiveness of selection.
- Reviewing recruitment, selection and interview policies and procedures.
- Following up on graduation from the scheme and retention in teaching.
- Reviewing local/ national trends for subject need and trainee availability.
- Monitoring diversity and equal opportunity in the selection process.
- Taking responsibility for the monitoring, evaluation and review of aspects of the training programme/ partnership improvement plan

Reporting

The SCITT Director shall report recruitment overviews to the Strategic Partnership Board and the Scrutiny and Accountability Board.

ITT Criteria

The named representatives shall have delegated responsibility for ensuring that the BBTP training provision meets the Secretary of State's ITT Criteria, specifically Criteria C1.1, C1.2, C1.3 & C1.4

C1.1 That all entrants have achieved a standard equivalent to a grade C/4 in English and mathematics GCSE.

C1.2 That, in the case of graduate programmes of ITT, all entrants hold a first degree of a United Kingdom higher education institution or equivalent qualification

C1.3 That all entrants, as part of the provider's selection procedures, have taken part in a rigorous selection process designed to assess their suitability to teach.

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