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Information for potential applicants

Willowfield Humanities School, Walthamstow School for Girls, Kelmscott School, Frederick Bremer Specialist Engineering School and Holy Family Catholic School and Sixth Form are four Walthamstow secondary schools who have been working together for a number of years to provide Continuing Professional Development for teachers, middle and senior leaders. All schools have significant experience of working with trainee teachers on a variety of Initial Teacher Training routes. We have joined together to provide the following School Direct placements for the 2013/14 academic year.

Registration for School Direct and regular updated information is available at www.education.gov.uk/teachregister or over the phone at the Teaching Line on 0800 389 2500

The subjects we have been awarded by the Teaching Agency are as follows:

PLACEMENT DETAILS

Lead school name	Lead school postcode	Subject	School Direct training programme places (non salaried)	Partner provider
Willowfield Humanities College	E17 6HL	Art and design	2	Institute of Education, University of London
Willowfield Humanities College	E17 6HL	Biology	2	Institute of Education, University of London
Willowfield Humanities College	E17 6HL	Chemistry	2	Institute of Education, University of London
Willowfield Humanities College	E17 6HL	English	2	Institute of Education, University of London
Willowfield Humanities College	E17 6HL	Geography	2	Institute of Education, University of London
Willowfield Humanities College	E17 6HL	History	2	Institute of Education, University of London
Willowfield Humanities College	E17 6HL	Mathematics	2	Institute of Education, University of London
Willowfield Humanities College	E17 6HL	Modern languages	2	Institute of Education, University of London
Willowfield Humanities College	E17 6HL	Design and technology	2	University of East London
Willowfield Humanities College	E17 6HL	Physical education	2	University of East London

PLACEMENTS

Candidates following the School Direct non- salaried route will essentially be following a PGCE course at either the Institute of Education or the University of East London and will follow their respective placement timetables which are usually as follows (specific details may be found at the following websites www.ioe.ac.uk, www.UEL.ac.uk):

Please note – MFL languages are French or Spanish, Design Technology specialisms are Textiles or Food Technology

IOE Placement 1 October to January, Placement 2 February to May

UEL Placement 1 October to February, Placement 2 February to June

Willowfield, Walthamstow School for Girls, Kelmscott, Frederick Bremer and Holy Family will be hosting the Placement 1 subjects in the first instance (exact details of school placements will be determined in the summer term and will take into account vacancies and capacity within the partnership) and will then swap School Direct placements within the partnership to ensure that School Direct candidates receive a varied but thorough training experience. Candidates will be working in subject departments which have been quality assured by the partnership that have a considerable experience of working with trainees. All candidates will receive:

- high quality mentoring from their subject mentor and other specialists within the school,
- Regular feedback and observations
- Focussed target setting and identification of areas for improvement
- Access to expertise within the schools on a range of teaching and learning issues
- comprehensive induction into the schools in which they will be placed
- opportunities to observe high quality practice for a range of teaching and learning and pedagogical issues
- Opportunities to shadow students in Key Stage 3 and 4 and Learning Support Assistants in order to analyse their experiences and input within the classroom
- Opportunities to network and share experiences across the partnership schools
- Some joint professional studies sessions, working with specialist experts within the partnership
- A varied timetable according to the requirements of the University giving experience of KS3 and 4 teaching.
- Quality assured assessment procedures and target setting
- Access to borough recruitment fairs and employment opportunities across Waltham Forest

For further information on each school please go to the following websites:

www.willowfield.waltham.sch.uk

www.wsfg.waltham.sch.uk

www.webfronter.com/waltham-forest/kelmscott

www.holyfamily.waltham.sch.uk

www.bremer.org.uk

If there are any specific queries regarding the placements, then please contact Deborah.Chapman-Andrews@willowfield.waltham.sch.uk in the first instance.

TO APPLY

Go to the main application portal for all School Direct places to make your application. Your application will then be downloaded and passed on to Willowfield as the lead school to start the interview process.

<http://www.education.gov.uk/get-into-teaching>

<http://www.education.gov.uk/get-into-teaching/teacher-training-options/school-based-training/school-direct>

Applicants can apply to 3 different School Direct places only, in the first instance. Applicants must also declare whether they are applying to any places through the GTTR. If an applicant is not successful in the first three School Direct applications they can then apply again.

The “School Direct Candidate Application System 2013-14” is attached for further information.

Applications are then monitored for academic suitability by the Institute of Education and University of East London before being sent to Willowfield before shortlisting takes place in liaison with partner schools. When we have a suitable shortlisted field of applicants for interview, we will contact applicants to invite them to interview.

Protocol for selection of Schools Direct candidates 2013-14

It is essential that Schools Direct Student Teachers are at least as strong as other candidates accepted on the PGCE course. The School Direct application portal states the academic profile required for each of the subject specialisms. Strong selection processes are important and are based on our Partnership Universities’ current tried and tested, Ofsted-endorsed processes. These are outlined below.

It is essential that subject tutors at the IOE and UEL have an input into the selection process. At best this would be joint selection and interviewing. Where this can’t happen the application form must be considered by the IOE or UEL subject tutor and feedback given to the school. Space is provided on the pre-interview form for this purpose. Subject specific guidance is provided.

Equality and Diversity

We actively embrace our legal responsibilities and aim to go beyond them. We will treat all applicants for study equitably. No one will be accorded less favourable treatment because of age, disability, ethnic or national origin, gender, family circumstances, marital/civil partnership status, race, religious beliefs, sexual orientation or transgender status.

Selection for interview criteria

- Coherent and well-presented application
- Suitable academic profile

- Adequate experience with (usually) at least 5 days recent and relevant experience in a school setting. PLEASE NOTE that this should ideally be in a school outside of the partnership.
- Two references from appropriate people, one of which should be an academic reference relating to a first degree if the applicant graduated less than five years ago.
- High quality, convincing supporting statement
- Other subject criteria – see subject specific criteria attached

And in addition after an offer is made:

- Applicants are required to obtain a satisfactory enhanced disclosure from the Criminal Records Bureau (CRB)
- Applicants are required to be assessed as ‘fit to teach’ by the Occupational Health Service.

Only evidence submitted through the application process will be considered when selecting applicants for interview except when the selection staff seek additional information. The selection staff will disregard any evidence offered or acquired in any previous contact with representatives of the school or the IOE.

Coherent and well-presented application

The application form must be complete including all personal data required. Qualifications must be listed in the correct sections and any previous failed or partially completed teacher training courses must be included.

Suitable academic profile

To train to teach in any subject, applicants must have degree and GCSE English Language and Mathematics at grade C or above or equivalent qualifications. High quality subject qualifications are expected in the subject which the applicant wishes to train. A more detailed explanation of subject qualifications required for entry to each subject course is provided on the application portal and in the attached “School Direct Candidate Application System 2013-14” and on the IOE and UEL websites.

Adequate experience

Applicants must have visited a state secondary school to observe a range of lessons in the chosen subject. It would be an advantage if such experience was in a UK comprehensive school and a further advantage if in a large city, particularly London. Other experience of working with children and young people will be taken into consideration. Applicants must use the personal statement to articulate what they have learned from their experiences that prepares them for training to teach as they will be questioned on this during interview. Please note that this school experience should ideally be gained in a school outside the partnership to which you are applying

Favourable reference from an appropriate person

The principal referee should normally be from the most recent employer or university.

Good quality supporting statement

The personal statement must be written in good Standard English including an account of how qualifications and experience, including secondary school observations, have prepared the applicant for training to teach.

Other subject criteria

See separate information for each subject on the IOE and UEL websites.

SKILLS TESTS

All successful candidates will be expected to pass Literacy and Numeracy skills tests prior to September 2013 before commencing the placement. This is a requirement by the Teaching Agency of all trainee teachers in 2013-14. Details of this can be found at the application portal or the IOE/UEL websites. Willowfield, as the lead school will be able to monitor individual's successful completion of the tests.

The registration and booking system for graduates entering ITT in 2013 is open on this webpage:
<http://www.education.gov.uk/schools/careers/traininganddevelopment/professional/b00211200/registration>

New applicants for ITT take the tests after they have applied and they will need to provide evidence of application when they attend the test centre.

All candidates will be asked to provide their personal details, which should match exactly the details in their ITT application form, and the ID they will use when attending the test centre.

All correspondence will be sent by email so it is essential that a valid email address is registered. To prevent correspondence going into junk folders, students should add the following email address to their contacts list: pearsonvueconfirmation@pearson.com.

Selection of candidates at interview

Partnership schools will be sharing the interview processes and applicants will be notified of which school they will be attending in their invitation to interview letter.

Schools Direct gives schools an opportunity to tailor interviews to their school context; especially important since they may be a likely employer or will be able to give trainees access to employment routes in other Waltham Forest schools. The grid below provides essential selection criteria for use at interview and provides a tool for feedback to both successful and unsuccessful candidates.

A number of practices can be used to identify candidate's strengths and areas for development. Each Student Teacher should be observed working with a small group of pupils to ascertain interaction and interpersonal skills with students and a written test is essential to assess communication skills; preferably with an aspect of subject knowledge at the same time. Candidates will also be required to give a short subject based presentation at interview. This will be used to assess communication skills and Student Teacher "presence", self review and subject knowledge as well as the ability to communicate with a target audience.

Candidates will be interviewed by a senior member of staff from one of the partnership schools and a subject specialist Curriculum Leader.

Interview procedures will be in line with ones used by IOE and UEL subjects to support consistency and equality.

All schools in the partnership have significant experience of interviewing candidates and many subject specialist mentors have taken part in the interview process for trainee teachers.

It is not appropriate for a candidate to be asked to teach at interview.

Selection Criteria

In assessing suitability for teaching, the interview procedure should allow candidates an opportunity to demonstrate the following criteria. For each criterion, please award a score: 4 indicates exceptional strength, 2 indicates that the criterion has been met, 1 and 0 indicate concerns of differing degrees of severity.

You must write explanatory comments for those criteria where you have indicated a score of 1 or 0, since this will form the basis of feedback to unsuccessful candidates

Name of candidate:						
School:						
Interviewing panel with posts held:						
1	The ability to communicate effectively in spoken English	4	3	2	1	0
2	The ability to communicate effectively and accurately in written English (<i>the candidate must have completed a written task to assess the standard of written English</i>)	4	3	2	1	0
3	Subject knowledge & any other particular requirements of the field of study (e.g. ICT)	4	3	2	1	0
4	Enthusiasm and interest in the particular field of study	4	3	2	1	0
5	Intellectual qualities and the ability to reflect creatively and critically	4	3	2	1	0
6	Positive attitude to, and involvement with, young people: an understanding of the importance of establishing respectful, supportive and constructive relationships with them.	4	3	2	1	0
7	High expectations of children and young people and a commitment to their achievement	4	3	2	1	0
8	Sense of the scope of a teacher's professional skills and responsibilities	4	3	2	1	0
9	Ability to cope well in highly pressurised and demanding contexts	4	3	2	1	0
10	Commitment to collaboration and co-operative working with colleagues	4	3	2	1	0
11	Commitment to teaching and to the PGCE course	4	3	2	1	0
12	Positive attitude to equal opportunities & towards education in and for a plural society	4	3	2	1	0
Comments (particularly where applicant has been scored 1 or 0):						
Areas of suggested action, e.g. Individual training needs:						

Accept or Reject

BURSARIES FOR NON SALARIED SCHOOL DIRECT PLACES 2013-14

2013/14 bursaries, scholarships and school direct (salaried) funding					
	Physics, chemistry, maths	Modern languages	Primary maths specialist ¹	Other priority secondary and primary ²	Computer science
Bursary - 1 st	£20,000	£20,000	£11,000	£9000	£9000
Bursary - 2.1	£15,000	£15,000	£6000	£4000	£4000
Bursary - 2.2	£12,000	£12,000	£0	£0	£0
Scholarship	See note below	N/A	N/A	N/A	See note below
FSM premium	25% premium paid on the above bursaries/scholarships to school direct trainees whose training is based in a school where more than 35% of pupils are eligible for free school meals				