



St Mary's  
University  
Twickenham  
London

Institute of Education

Partnership Agreement 2023 - 2024

**Secondary PGCE (core)**

## All PCMS need to ensure compliance with appropriate DfE frameworks

In 2019 the DfE produced two significant frameworks. These frameworks aim to have a substantial impact on the support provided for the early professional development of teachers from training to their first two years in post.

### 1. [Initial Teacher Training Core Content Framework \(ITTCCF\)](#)

This defines the *minimum* entitlement of all trainees and sets out the content that ITT providers and their partners must draw upon when designing and delivering programmes.

### 2. [Early Career Framework \(ECF\)](#)

This defines the minimum content that teachers in their *first two years* are entitled to learn about and learn how to do with funded, high quality, professional development support.

Both frameworks establish an entitlement to a 3-year or more structured package of support for all new teachers at the start of their careers. The ambition is that with this support, teachers stay for longer and thrive in the profession. This should be viewed alongside the Government's [Recruitment and Retention Strategy](#) (2016, updated 2019).

The frameworks have been devised using current research evidence reviewed and endorsed by the Education Endowment Foundation (EEF) alongside guidance from an Expert Advisory group and other sector representatives. The frameworks will be kept under review as the evidence base develops over time and adaptations made accordingly.

For more information on both of these frameworks please visit the Partnership Portal (see page 3).

# St Mary's Partnerships

## Partnership Office

For placement enquiries please email [secondarypartnerships@stmarys.ac.uk](mailto:secondarypartnerships@stmarys.ac.uk)

## Access to documentation on the Partnership Portal

Copies of all St Mary's University Partnership documents are available on the Portal:

<http://partnerships.stmarys.ac.uk>

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NB Professional Coordinating Mentor (PCM) refers to the Training Coordinator

## 1. Introduction

This document sets out the agreed commitment between our partnership schools and St Mary's University to undertake the following programme:

- Core (recruited by St Mary's) PGCE with QTS leading to the award of one or two qualifications: Post Graduate Certificate in Education (PGCE) with 60 credits of Masters (Level 7) or the Professional Certificate in Education (PfCE) with less than 60 credits at Masters (Level 6)<sup>1</sup>.

**Please note: there is a separate partnership agreement for School Direct Salaried (SDS) and School Direct Fee (SDF) as these places are recruited by Lead schools who are responsible for the placements of the trainees they recruit.**

Partnership in initial teacher education implies collective responsibility for all aspects of the training; all partners are committed to the planning and delivery of high-quality training and in the selection and final assessment of trainees. The partnership works to provide the best possible professional outcome for trainee teachers to ensure they reach their full potential. Central to this is the shared understanding of taught courses, mentoring and coaching.

### Purpose of the Agreement

The agreement has been designed so that the Partnership fulfils the Department for Education (DfE) ITT Criteria. Accreditation of the programme lies with St Mary's University with all other matters being shared. All Quality Assurance (QA) requirements of St Mary's University are fully met in line with the St Mary's University PGCE Programme Specifications.

## 2. Statement of Values

Four core values define St Mary's and underpin all we do as a University. They are:

- **Inclusiveness**  
We celebrate differences, recognising that everyone is born with a unique identity. St Mary's is a place where students and staff can reach their full potential and make a positive contribution to society.
- **Generosity of Spirit**  
Our generosity of spirit sets us apart. It can be seen in the encouragement, collegiality, empathy, helpfulness and service to be found across the University.
- **Respect**  
We respect everybody. We treat everyone as we ourselves would want to be treated.
- **Excellence**  
We strive to be the best at everything we do. We seek professionalism through setting high standards and continuous improvement in all our practices and work.

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<sup>1</sup> This Partnership Agreement relates to all PGCE Secondary programmes at St Mary's University.

The Partnership believes that the purpose of teacher education is to equip teachers with the relevant knowledge, understanding, skills, attitudes and behaviours so that, through their teaching, they meet the academic, cognitive, physical, emotional, spiritual, moral, social and aesthetic needs of the pupils and trainees in schools.

The Partnership is deeply committed to developing critically reflective practitioners who are committed to their own continual professional learning. In order to develop as effective teachers, it is essential that trainees have opportunities both to practise their classroom skills and to reflect on and develop their practice with the support of high-quality training, coaching and mentoring.

The Partnership is fully committed to training high quality teachers capable of rapid professional advancement through to leadership roles.

The Partnership will actively promote fundamental British values through its work with trainee teachers. These values are embedded in democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and belief, and none.

### 3. Equal Opportunities

The Partnership is committed to equal opportunity for all individuals regardless of race, culture, religion, age, gender, disability or sexual orientation as set out in the Equality Act (2010).

### 4. Funding

Hosting a St Mary's Secondary PGCE student will be paid at £400 per student per school based placement.

Please ensure that any changes to your BACS details are communicated to St Mary's.

When offering places via our electronic portal for 2023/24, the Professional Co-ordinating Mentor (PCM) will be asked to confirm their acceptance of the Partnership Agreement. Without confirmation of the Partnership Agreement we will be unable to pay for the placements on offer.

### 5. The Strategic Partnership Board (SPB)

This group will meet termly, with an agenda based on schools and St Mary's needs and a strong focus on the quality assurance of the Partnership. The meeting will be held 'virtually' with the recorded link distributed to all PCMs to view.

Any School manager or Professional Coordinating Mentor (PCM) can be a member of the SPB and we welcome active participants for the group.

### 6. Partnership Responsibilities

By consenting to the Partnership Agreement, the school and St Mary's University agree to form a Partnership and commit the institutions to:

- ensuring compliance with the DfE ITT Requirements; and

- ensuring that St Mary's University Programme Specifications for the award of Qualified Teacher Status and the Secondary Post Graduate Certificate in Education are met.

As the Accredited Provider, St Mary's University will be the lead partner for communication with DfE regarding the award of Qualified Teacher Status.

## Course Structure

ITT providers must ensure 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 that our courses are designed to include this time in placement based training:

Secondary PGCE programme - 120 days (24 weeks)

Please see [course calendars](#) (Appendix 2) for exemplification.

## 7. Quality Assurance

### Recruitment and Selection of Trainees

Partnership schools will be invited to contribute to the selection and interviewing of candidates for ITT programmes at the University.

### Monitoring of Trainees

Core PGCE trainees will be registered as St Mary's University trainees. In this way the following St Mary's University Quality Assurance procedures will apply:

Link Tutor training will take place annually with additional sessions offered prior to each cohort's placement based training. This will include pertinent information from programme and curriculum teams and updates to M&QA procedures.

Mentors are offered training and details of CPD using the [Mentor Zone](#) on the Partnership Portal.

The quality assurance role of the Link Tutor from St Mary's University is to monitor progress and ensure accuracy of judgements made concerning trainees professional development requirements. This will be implemented through a series of Monitoring and Quality Assurance visits and review of SMART targets. Where necessary, and in consultation with the mentor, additional support plans (ASPs) will be put in place to offer targeted intervention; Regular opportunities for feedback and self-evaluation will be provided throughout the academic year and used to inform improvement planning by the University. Mentors and Link Tutors will be invited to provide evaluative feedback at the end of the placements to inform necessary amendments to the quality assurance provision.

Moderation of mentors' judgements of trainees' progress will be the responsibility of the Programme Lead in consultation with the Head of Partnership. Further detail can be found in Section 10.

St Mary's will provide visits from External Examiners who will operate under the regulations of St Mary's University. The External Examiner will support and quality assure the assessment of approximately 10% of finalist trainees against the Standards for the award of Qualified Teacher Status (QTS).

### Student Staff Forum

Core trainee representatives will report to the University PGCE Student Staff Forum twice in the academic year. The minutes are then fed back to the full SPB as well as Monitoring & Quality Assurance (M&QA) Link Tutor

meetings. These minutes are placed on the Partnership Portal for all partners to access.

## 8. Partnership Staffing

School-based staff will contribute to the recruitment and selection of trainees alongside university staff.

The Partnership will ensure that schools provide appropriate experienced staff for mentoring and the Partnership will ensure appropriate training for such Mentors. All Mentors **MUST** have undertaken designated mentor training modules and undertaken joint lesson observations with M&QA Link Tutors as part of their training.

University M&QA Link Tutors will liaise with PCMs on a termly basis to ensure individual training needs are met.

## 9. Mentor Training

Many school-based staff have significant experience of working as a Subject Mentor and/or PCM. The current partnership has a wealth of expertise in providing effective training for such staff. Mentor training is available throughout the academic year, and can be accessed live on line or in recorded sessions. All information is on the Mentor Zone of the portal.

PCMs will ensure that there is access to school-based training activities for trainees, support and training for Mentors, and will provide guidance in the assessment of trainees. Please see the Partnership Portal (Mentor Zone) for more information.

## 10. Assessment

For all trainees, judgements and decisions relating to progress and attainment will be the responsibility of the Mentor working with the PCM and the University M&QA Link Tutor and will be reported to the University Examination Board.

### Recommendation for QTS

All trainees in their final placement must be assessed as 'Met' in each of the eight Teachers' Standards to be recommended for the award of QTS. This will be monitored and assessed through use of the training documents and Assessment Profiles used by the St Mary's PGCE trainees and processed through the St Mary's Examination Board. All trainees in all secondary subjects will be assessed in the 11-16 age range.

### Moderation

Finalist trainee assessments against the Teachers' Standards will be moderated at subject level (where appropriate), within programme, across programmes and between phases. The Head of Partnership, with respective Programme Leads, will lead the moderation exercise.

### Course structure

Please see Appendix 2.

## 11. Safeguarding

St Mary's University will undertake an enhanced DBS check of all trainees which includes a check of the children's barred list. The outcome of this check will be formally notified to the school.

Schools may wish to record this evidence on their single central record (DfE [Keeping Children Safe in Education](#), September 2022).

Students who have lived or worked outside of the UK will have undergone a [criminal record check for overseas applicants](#).

Where a school allows an individual to start work in regulated activity before the DBS certificate is available, the PCM should ensure that the individual is appropriately supervised (DfE *Keeping Children Safe in Education*, September 2022).

If St Mary's University removes a trainee from a programme because that trainee has harmed or poses a risk of harm to children, a report will be sent to the relevant authority.

There are some convictions, offences, cautions and warnings that would not pose a barrier to a trainee joining a programme of ITT. Cases where disclosures are made will be considered by the Head of Admissions and the Registrar and where necessary, the Programme Lead and the Director of the Institute of Education. These will then be anonymised and discussed with strategic partners to ensure transparency.

It is the responsibility of the trainee to inform St Mary's University if there are any changes to the content of a DBS. Failure to do so could result in termination of programme.

St Mary's full Safeguarding Policy for ITT can be found on the Partnership Portal <http://partnerships.stmarys.ac.uk>

## 12. Withdrawal from the Agreement

Following joint consultation, either the school or university may withdraw from this agreement if there is evidence of a change in circumstances which would affect the quality of the training experience provided.

It is understood that all partners will do their utmost to avoid late cancellation of school based training and that withdrawal during training is reserved only for **exceptional** circumstances and after communication between Partnership Managers and PCMs.

## 13. De-selection

University M&QA Link Tutors may de-select departments / schools after consultation with the Head of Partnership for ITT and the PCM in any Partner School, if there is evidence of an inability to meet the quality assurance demands within this Partnership Agreement. This would be relayed to the PCM in writing.



## Appendix 1: Roles and commitments

### The University will:

1. provide a Programme Lead and M&QA Link Tutor to ensure the fulfilment of the responsibilities of the University, which are specified here;
2. handle all administrative matters related to course accreditation, inspection, assessment and examination procedures and quality assurance;
3. work with all schools to manage and co-ordinate the course;
4. provide training opportunities for all staff across centre based and placement based training;
5. consult with placement based partners, including the Strategic Partnership Board, to design a connected and cohesive ITT curriculum;
6. audit each trainee's subject knowledge and plan for trainees to be assessed against all the required Teachers' Standards by the end of the course;
7. ensure that trainees are equipped with and have access to a range of resources during their placement based training to support their planning and teaching;
8. provide personal guidance and support for trainees through academic staff tutorials and access to expert counselling, if required, through Student Services and/or the Students Union;
9. provide trainees with training in awareness of their legal status in school and of e-safety procedures in schools and subject classrooms;
10. ensure that trainees undertake enhanced DBS clearance and provide partners with confirmation that the relevant safeguarding checks have been completed and students are permitted to train to teach;
11. ensure that trainees undertake a 'Fitness to Teach' assessment;
12. aim to ensure that trainees are placed in diverse settings that include challenging socio-economic placements or experiences in schools;
13. ensure that all procedures are carried out for the final assessment of trainees for the award of the PGCE and Qualified Teacher Status, and for the completion of an ECT transition document;
14. closely monitor trainees work life balance to protect the trainee's well-being and challenge unnecessary workload demands.

### The Partnership School will:

1. ensure that all trainees are provided with clear guidance in respect of the safeguarding of children with special reference to [\*Keeping Children Safe in Education\*](#) (DfE, September 2022);
2. provide trainees with school policies on safeguarding, child protection, code of conduct and any other relevant documentation relating to protecting the welfare of pupils;
3. provide a senior and experienced member of staff, taking leadership of ITT, to fulfil the role of the Professional Co-ordinating Mentor (PCM) and make appropriate provision for them to carry out these responsibilities;
4. ensure that the PCM is fully aware of their duties when supporting trainees in their school, including those set out by the Education Regulations ([2003](#)) & ([2012](#)), [Equality Act](#) (2010), [Data Protection Act](#) (2018), [Freedom of Information Act](#) (2000) and [Prevent](#) (2021);
5. provide Subject Mentors who have the appropriate knowledge and understanding, the pedagogical skills, and the interpersonal qualities, willingness and time to support trainees in developing the assessed standards;

6. ensure that the trainee is supernumerary<sup>2</sup> and therefore, accompanied by a qualified teacher throughout the assessed placement;
7. ensure that all mentors receive appropriate on-going training and support to fulfil their roles in ITT and to the trainee teacher;
8. provide appropriate training and support for trainees including a guaranteed weekly subject training session between Mentor and trainee, the outcome of which is recorded on Abyasa Pro. It is anticipated that this will normally run for 50-60 minutes;
9. provide the trainee with an induction to the school and training in whole-school issues;
10. provide access to information on the school's use of a range of data to support pupil learning and progress;
11. include trainees in parents' meetings, reporting to parents / carers and other meetings deemed to support a good training experience;
12. include trainees in the school's wider professional development programme;
13. participate in the assessment of trainees and course evaluation and monitoring procedures;
14. keep the Link Tutor and/or Partnership Office informed of any developments in school that might affect adversely the quality of the trainee experience in school;
15. closely monitor trainees work life balance and well-being and challenge unnecessary workload demands.

#### The Professional Co-ordinating Mentor (PCM) will:

1. act as the first point of contact with the Partnership Office in co-ordinating all aspects of the school based training;
2. have responsibility for moderating and quality assuring all aspects of training and assessment within their own school e.g. by monitoring the provision of weekly subject training sessions and the observation of trainee teachers' lessons towards the end of each training block to moderate mentor judgements of trainees' progress;
3. co-ordinate the on-going development and quality of all ITT mentoring within the school;
4. co-ordinate the school-based assessment of the trainees;
5. co-ordinate the evaluation of school-based training by trainees and Mentors and liaise with the Partnership Office as appropriate;
6. have responsibility for implementation and review of school experience activities;
7. manage the school-based aspects of any Additional Support Procedure for a trainee ensuring that all involved (trainee, mentor, university M&QA Link Tutor) are informed, in good time, of the concerns, targets, time-frame and outcomes agreed.

#### The Subject Mentor will:

1. work closely with the PCM and Link Tutor to ensure the quality, coherence, consistency and appropriateness of the school-based training provided;
2. provide induction into departmental procedures, data, resources and specifications as appropriate;

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<sup>2</sup> Supernumerary: additional to usual teaching team

3. plan a timetable that meets the training needs of the trainee as appropriate to the phase of the training, e.g. approx 30% of a 'normal' main scale timetable in the Foundation Phase, moving to 60% in the Developmental and Consolidation Phases;
4. ensure that the timetable includes a designated time-slot for the **Weekly Training Meeting** where progress against the Teachers' Standards is discussed and appropriate targets are set on Abyasa. The trainee will bring evidence against the standards to these training meetings and record the discussion for the Mentor to agree and confirm;
5. receive and approve the trainee teacher's lesson plans in good time and provide appropriate feedback in time for the trainee to make agreed amendments;
6. ensure that the trainee is formally observed **twice a week** (KS3 and KS4) during Block School Experience and is provided with written and oral feedback in relation to the Teachers' Standards, using the Lesson feedback record form provided;
7. jointly observe with the university M&QA Link Tutor and/or PCM as appropriate;
8. complete the trainee Assessment Profile by the due date at the end of each block, with the trainee and possibly the university M&QA Link Tutor and/or PCM;
9. identify in the trainee Assessment Profile areas for development for the next phase of training in relation to the Teachers' Standards and work with the trainee to set SMART targets and agree a plan of action;
10. Complete a short evaluation of the school block to support ongoing improvements within the Partnership.

#### The University M&QA Link Tutor will:

1. engage in appropriate training as set out by the Partnership Office;
2. support the placement based training and development needs of the mentor and PCM;
3. complete an initial training meeting (in person, where possible) at the start of the placement based training to confirm the school's readiness to support the trainee's professional development and to reiterate the expectations concerning the placement based training, including the use of Abyasa;
4. visit trainees on at least one occasion during each of the three Block School Experiences to monitor trainee progress and well-being in relation to the Teachers' Standards for QTS and to carry out a QA check of the placement;
5. support the training and development needs of the trainee through joint observation with the Mentor where required;
6. continually quality assure the training provision the trainee is receiving to ensure the Partnership Agreement is adhered to;
7. complete an M&QA report on their visit and share via Abyasa;
8. complete an evaluation of the placement based training to support ongoing improvements within the Partnership.

## Appendix 2: Course Structure 2023 - 24

<b>St. Mary's PGCE Training Dates 2023/24</b>					
w/b	Monday	Tuesday	Wednesday	Thursday	Friday
4 Sep	University based study. ALL SD and Core trainees on PGCE take part in St Mary's University induction				
11 Sep					
18 Sep					
25 Sep	St. Mary's	St. Mary's	St. Mary's	School based Foundation experience	
2 Oct			St. Mary's		
9 Oct			St. Mary's		
16 Oct			St. Mary's		
23 Oct	Trainees work to placement school half-term dates				
30 Oct	and attend school ALL week*				
6 Nov			St. Mary's		
13 Nov			St. Mary's		
20 Nov			St. Mary's		
27 Nov			St. Mary's		
4 Dec	Foundation Progress Record to be completed		St. Mary's	... this week	
11 Dec			St. Mary's		
18 Dec					
25 Dec	Trainees work to placement school term dates*				
1 Jan	Bank holiday	St. Mary's	St. Mary's	St. Mary's	St. Mary's
8 Jan	School based Developmental experience		St. Mary's		
15 Jan			St. Mary's		
22 Jan			St. Mary's		
29 Jan			St. Mary's		
5 Feb			St. Mary's		
12 Feb	Trainees work to placement school half-term dates*				
19 Feb					
26 Feb					
4 Mar	Developmental Progress Record to be completed this week				
11 Mar					
18 Mar	School based Consolidation experience		St. Mary's		
25 Mar					Good Friday
1 Apr	Easter Holiday (Easter Sunday 31 <sup>st</sup> March)				
8 Apr	Trainees work to placement school term dates*				
15 Apr					
22 Apr					
29 Apr					
6 May	Bank holiday				
13 May					
20 May	Consolidation Assessment Profile to be completed this week				
27 May	Bank holiday	May Half Term *			
3 Jun	Exit Week - St Mary's				

\* All trainees work to School Placement term dates, as these may be different from the dates shown.