EAST SCITT

DEVELOPING TEACHERS OF THE FUTURE

Cause for Concern Procedure

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Drafted: May 2021 **Last reviewed on: 4th March 2026**	
To be reviewed as required	

Cause for Concern Procedure

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Processes in the event of a trainee failing to make progress towards QTS

Training to be a teacher is challenging and trainees can count on much support from staff, particularly during the early stages. These procedures set out the process for EAST SCITT to follow.

Causes for concern

Causes for concern may include:

- Weak curriculum or subject knowledge
- Poor quality planning
- Poor classroom management and lack of provision to establish a secure and effective learning environment
- Inadequate behaviour management. Lack of high expectations for pupil behaviour or no established, clear framework for class discipline, which anticipates and manages pupil behaviour and promotes self-control and independence
- Lack of effective monitoring, assessment and feedback to support teaching and learning

- Inability to improve teaching by evaluating it and learning from the effective practice of others
- Not responding positively to feedback from colleagues and from other forms of evidence
- Lack of motivation and inability to take increasing responsibility for their own professional development
- Poor quality submissions
- Health and Safety issues
- Not exhibiting satisfactory professional standards
- Equal Opportunity issues.

Identification

These issues will be identified through formative assessment procedures resulting in unmet targets set by subject mentors or SCITT Tutors which provide evidence that the demands of the EAST SCITT Curriculum will not be met in full and thus the Teachers' Standards may not be met by the end of the course. Where concerns have been raised, trainee progress will be facilitated by use of a support plan, as set out in the trainee handbook. Stage 1 of the Cause for Concern process will be implemented if a trainee has not made sufficient progress towards the targets set on the support plan when reviewed.

Stage 1 Cause for Concern	• Within 5 working days following a concern, the SCITT Tutor/Phase Lead and the Trainee's mentor will carry out a joint lesson observation against target areas which are a cause for concern. If the area of concern is non-teaching related. i.e. Teachers' Standard 8 or Part 2 then the tutor and mentor will discuss the concerns prior to meeting the trainee • A meeting will be held between the mentor, the SCITT Tutor or course leader and the trainee. 1. Clear agreed targets will be set 2. A programme of support drawn up 3. A review date agreed. • Before the review date, the phase lead/SCITT Director will visit the trainee and observe teaching and review progress.
Stage 2 Final Review	• If at the review meeting, there is sufficient evidence to indicate that the trainee will meet the targets identified at stage 1 then they are deemed to be on track to meet the demands of the EAST SCITT curriculum. They are taken off the Cause for Concern procedure and no further action is required. • If at the review meeting, there is not sufficient evidence to indicate that the trainee is meeting the demands of the curriculum identified at stage 1 then the trainee will be informed that his/her training for QTS will be terminated. • The SCITT Director and Phase Lead will be present at this meeting to confirm the final decision. • The trainee has the right of appeal. This appeal should be addressed to the EAST SCITT Director in the first instance who will then follow the published Appeals Procedure. • Evidence will be submitted to Appeals Panel who will hear the appeal.

All meetings in this process must be minuted and all decisions put in writing. The resulting documentation must be signed by all relevant parties.

Monitoring

The Strategic committee will monitor implementation of the procedure through a half-termly report from the SCITT Director.

Publishing procedure

This procedure will be available through the EAST SCITT website and our documentation. A copy is available from the SCITT office.

Review date for the procedure

This Procedure will be reviewed and agreed by the EAST SCITT Director who will inform the Strategic committee at its next meeting.