



Suffolk & Norfolk Graduate Teacher Programme
Professional Development Centre
Woodside Road
Norwich
Norfolk
NR7 9QL

Programme Leader: Paul Law

Programme Administrators:

Debbie Barr, Bev Gregory and Amanda Seely
Email: debbie.barr@norfolk.gov.uk Tel: 01603 307703
Email: beverley.gregory@norfolk.gov.uk Tel: 01603 307706
Email: amanda.seely@norfolk.gov.uk Tel: 01603 307707

To: Headteacher,
All Norfolk Schools

6 September 2011

Dear Headteacher

Overseas Trained Teachers – OTTs

My role within the Suffolk and Norfolk Initial Teacher Training programme is to assist OTTs in gaining qualified teacher status, (QTS). Therefore, it would be helpful for me to know whether you have overseas trained teachers employed at your school and whether they might be intending to re-qualify in this country. This request for names is applicable to both those who are new employees this September at the school and established OTTs who are not yet on the programme.

At present, the regulations state that teachers who qualified outside the European Union are entitled to work as unqualified teachers in England and Wales for up to four years. However, many of them, having been in this country for two or three years, decide to stay and others want to acquire QTS in case they ever wish to return and teach at a later stage in their careers.

The OTT becomes eligible to apply for a place on the OTT Programme, after they have been teaching 24 weeks in a secondary school and 18 weeks in a primary school in England or Wales. Following this, the process of acquiring QTS takes a minimum of two terms.

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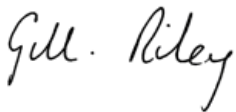
I propose to hold a twilight information and advice session and it is a requirement that any OTT who wishes to gain QTS will attend this session, preferably with their mentor. The date of the twilight session for this school year is:

Monday, 14 November 2011 – 16:30-18:30 hours
Norwich Professional Development Centre, Woodside Road, Norwich.

Places on the programme are limited and a selection process will take place. As the OTT programme is part of Suffolk and Norfolk Initial Teacher Training, (SNITT), it is important that the OTTs receive the best possible support so that they reach or surpass the quality and standard of the other participants on SNITT programmes.

Attached with this letter is an overview of the revised arrangements for 2011/12 to support OTTs. **Please note, there are some changes from previous years.** I hope that you will find these arrangements enable you to feel more confident about the support and training which OTTs will receive when you appoint them.

Yours sincerely

A handwritten signature in cursive script that reads "Gill Riley".

Gill Riley
Suffolk and Norfolk OTT Development Officer



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School

Name of OTT

OTT Email address

Nationality

Date of Appointment at the above school

Date of first Appointment to a school in England or Wales

Is it likely that your OTT will wish to acquire QTS: Yes / No

Name of School Mentor

School Mentor Email Address

Please tick the session the OTT wishes to attend (if possible, with their School Mentor):

Norwich Professional Development Centre, Woodside Road, Norwich, NR7 9QL:

☐ Monday, 14 November 2011 – 16:30-18:30 hours

Please return the completed form to Debbie Barr, GTP Admin Team Leader, Suffolk and Norfolk GTP, Professional Development Centre, Woodside Road, Norwich, NR7 9QL, **by Friday, 4 November**, if you currently have unqualified OTTs within your school, whether or not they intend to attend the information evening.

Overview for schools of the System by which OTTs acquire QTS

The school appoints an OTT. If it is the intention of the OTT to stay in Suffolk or Norfolk beyond one year and to acquire QTS, **the school notifies the GTP office**. It is the school's responsibility to arrange the CRB check and to meet any requirements stipulated by the Border Agency. Full information about the OTT Programme can be found in the OTT Handbook at www.snitt.co.uk

The OTT cannot apply to go onto the OTT programme until he/she has been teaching in the UK for 24 weeks in secondary schools and 18 weeks in primary schools. This enables the OTT to adjust to being a teacher in the UK. Supply work does not count unless it is long term and the OTT has had full responsibility for the class(es), undertaking the roles and responsibilities of a mainscale teacher. During this time the OTT should be **contacting NARIC** to ensure that their qualifications are equivalent and to check that they have their **original** GCSE or equivalent certificates and their original degree and teaching qualification certificates.

The school is asked to be proactive in supporting the OTT by **appointing a School Mentor** and arranging for the OTT to become familiar with the National Curriculum, behaviour management strategies and all other aspects of QTS. Weekly **lesson observations should be undertaken and the portfolio of evidence started**.

Briefings will take place for OTTs interested in acquiring QTS for them to learn about requirements and evidence to be used in the portfolio showing where they meet each of the Standards. It is a requirement that all **OTTs and, if possible, their Mentor will attend one of these meetings** before applying for a place on the programme.

After the required time, the GTP office is informed of the OTT's desire to be assessed for QTS. **A full application pack will be sent** or can be downloaded from www.snitt.co.uk.

Once the paperwork has been checked for compliance, an OTT Assessor will contact the school to arrange the date for the half-day selection procedure. This will include an interview at which a senior member of staff must be present, a lesson observation, a discussion with the OTT's Line Manager and a short numeracy and literacy test. Original certificates will be checked.

If selected, a further half day initial needs assessment visit (INA) will take place where the assessor will discuss the QTS Standards and look at the progress with the portfolio. This, plus the selection paperwork, informs the training plan.

OTTs can be assessed against the **Induction Standards** if they have been teaching for at least two years and have evidence to show that they have undergone similar additional training and monitoring as that which an NQT would receive. This decision is made at the Initial Needs Assessment.

Following the INA visit, the OTT will be registered with the TDA as having a place on the OTT Programme. This will generate the Teacher Reference Number (TRN), which is used to register for the skills tests. This can take approximately four weeks.

On receipt of the Initial Needs Assessment paperwork, the OTT co-ordinator will contact a **subject or phase specialist**, who in turn will arrange the interim visit to undertake a further observation. Development points will be fed into the original training plan.

Once the areas highlighted in the training plan have been addressed and the skills tests completed, **the school will contact the GTP Office** and the OTT Co-ordinator will allocate a **Final Assessor** who will contact the school to arrange the final assessment. This final visit will last for a full day.

At **the final assessment**, the assessor will scrutinise the completed portfolio. They will observe two lessons. In the case of a Primary OTT one of these must be a core subject and the other one can be of the OTT's choice. With Secondary OTTs, the lesson observations will be in the two key stages for which the OTT is applying for QTS. The Assessor will check that the Training Plan has been completed, talk with the OTT's Mentor and, finally, with the OTT themselves.

The Final Assessor will submit the **completed paperwork**, with the recommendation whether the OTT should be awarded QTS and whether they are exempt from completing an NQT year, to the GTP Office.

All relevant paperwork, which will include the application form, the interview proforma, the INA, the interim observation and the final paperwork will be put before the **Assessment Board**, which meets termly, for the final decision. The school and the OTT will then be advised of the outcome and the TDA informed.

The whole procedure, is unlikely to take less than two terms. Please remember that the OTT has to have been in school 18-24 weeks before the process begins. It is important that the OTT is aware of this timescale in light of any work permit, visa issues and the four-year rule. Also, **if the OTT is only staying in the UK for one year or is not intending to stay in Suffolk or Norfolk for more than one academic year, it is unlikely that they will be able to complete the programme.**

The OTT programme is **quality assured** at all stages and schools are asked to cooperate with any QA if asked.

