

Change in Arrangements in Regard to Overseas Trained Teachers from – 1 April 2009

There will be a number of changes to the OTT programme from April 2009.

- It is now a TDA requirement that prospective OTTs have to undergo a professional interview prior to being considered for the OTT programme.
- There is preparatory work, which the prospective OTT needs to undertake prior to the visit by the Initial Assessor
- There will normally be an interim visit between the initial visit and the final assessment where an 'expert' of the phase and/or subject will visit to undertake a lesson observation and work with the OTT on areas that had been indicated on the training plan compiled by the Initial Assessor
- The programme will be quality assured at all stages.

On informing the GT Office of a prospective OTT, the school will be sent an information pack, in which you should find an application form, an interview proforma, a lesson observation sheet and guidance notes.

The interview element of the application process has been delegated to the Headteacher of the school in which the OTT is employed. It is recommended that the Headteacher and an appropriate member of staff, who knows the prospective OTT's work, should conduct this interview. We ask that the Headteacher does not normally delegate this interview to another member of staff. The interview proforma should be completed in such a way that the answers can be read and moderated by OTT staff. Using the guidance notes attached to the interview form, the Headteacher should allocate a mark to each answer.

A recent observation of the OTT's teaching must also be included with the application. The school can use an observation of its own that has been undertaken in the past two months, but this should indicate strengths and areas for development and refer to the teacher's subject knowledge. Alternatively, the school can use the official OTT observation form.

At the stage when the prospective OTT is ready to apply to be considered for the scheme, the school should return the following documents to the GT Office:

- i) The completed application form, in which it is stated that the school agrees to pay £450 (which will be invoiced following the Initial Assessor visit), signed by the Headteacher, the teacher and the Chair of Governors.
- ii) A copy of the certificates showing that the OTT has the equivalent qualification to our GCSEs at grade C level in English, Maths and (for primary) Science, their degree and teaching qualification
- iii) A copy of the NARIC equivalency confirmation
- iv) The completed interview form
- v) The lesson observation form

The application process cannot proceed without all these documents being available for scrutiny.



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On receipt of the paperwork, the OTT selection panel, which meets once each half term, will decide whether the teacher is suitable to be given a place on the OTT course. Places are limited. The school will be informed of the decision. If the decision is in the negative, a feedback form will be sent to the OTT suggesting what s/he can do to enhance their chances of being taken onto the programme in the future. If the decision is in the affirmative the paperwork will be sent to the Initial Assessor, who will contact the school to make an appointment to meet with the OTT.

At this appointment, the OTT should have:

- Original certificates to show the Assessor.
- A downloaded copy of the National Curriculum for the subject and phase for which they wish to be assessed having carried out a subject audit using the traffic light system, (green - understand what is required and can teach it in detail: orange - less certain what is required and red - not sure of subject matter and how it could be taught effectively). This should be available at the initial visit and at the interim visit.
- Paperwork which they feel will meet the QTS standards. This paperwork should be in the form of substantive documents which demonstrate and verify their previous experience, both in this country and overseas. This will include lesson plans, observations of their teaching, evaluations, personal reflections, resources, assessed pupils' work etc. and which meet a minimum of 15 of the QTS standards. The Assessor will help the OTT understand the requirements of each standard and carry out an initial scrutiny of this paperwork. The QTS Standards can be downloaded from the TDA website – www.tda.gov.uk

If evidence is not available at the initial visit and the assessor has to make a second visit, the OTT programme reserves the right to charge an additional fee of £300.

Owing to TDA requirements that the OTT Programme must be quality assured at all stages, schools might be asked to accommodate a QA consultant or External Moderator at any stage of the assessment: the interview, the initial assessment visit, the interim visit or the final assessment.

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