

Overseas Trained Teachers – OTTs

We have been asked to co-ordinate the support for OTTs to assist them in gaining qualified teacher status, (QTS). Therefore, it would be helpful for us 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.

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 be entered 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.

We propose to hold twilight information sessions about QTS once a term and it is expected that any OTT who wishes to gain QTS will attend one of these sessions, with their mentor, before applying to be entered onto the programme. Once dates and venues for these meetings have been finalised, they will be sent to schools with OTTs. Places on the programme are limited and, 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.

Below is an overview of the new arrangements to support OTTs. We 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.

Gill Riley
Suffolk and Norfolk OTT Development Officer



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School

Name of 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

Name of School ITT Tutor

School ITT Tutor Email Address

Please return the completed form to Debbie Barr, Senior Administrator, Suffolk and Norfolk GTP, Professional Development Centre, Woodside Road, Norwich, NR7 9QL, **by Friday, 2 October**, if you currently have unqualified OTTs within your school. If not, please hold onto / retain the form and forward when appropriate.



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.

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. However, during this time the OTT can be **contacting NARIC** to ensure that their qualifications are comparable and to check that they have their **original** GCSE or equivalent certificates and their original degree and teaching qualification certificates. 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.

The school is asked to be proactive in supporting the OTT by **appointing a 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**.

Briefings will take place each term 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 expected that all interested **OTTs and their Mentor will attend one of these meetings** well 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. **An application pack will be sent**. This contains an interview proforma, an application form, additional observation forms, the partnership agreement and a covering letter.

Once the paperwork has been checked for compliance, the OTT Co-ordinator will contact the school to **arrange with the Headteacher the date of the interview**. It is likely that the OTT co-ordinator, or a member of the QA Team will ask to be present at this interview.

The paperwork will then go before the selection panel at the beginning of the subsequent half-term. The Panel will decide whether to offer the OTT **a place on the programme**. Numbers are limited. The school will be informed of the decision.



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Following acceptance on the programme, the **Initial Needs Assessor** will contact the school to arrange a visit. On this visit the assessor will check original certificates, observe a lesson being taught, discuss the QTS standards and look at the progress with the portfolio and compile a training plan. This visit will last approximately 3 hours.

On receipt of the Initial Needs Assessment paperwork, the OTT co-ordinator will contact a **subject or phase specialist**, who in turn will contact the school to arrange a 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 GT Office and the OTT Co-ordinator will allocate a **Final Assessor** who will contact the school to arrange a mutually convenient date. This final visit will last for a full day.

At **the final assessment**, the assessor will want to see the completed portfolio. They will observe two lessons. In the case of a Primary OTT one of these will be a core subject and the other can be either another core subject or a lesson 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. Also, 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 his/her decision as to whether the OTT should be awarded QTS and whether it is necessary for them to complete an NQT year, to the GTP Office. OTTs will 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.

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 their final decision. The school and the OTT will then be advised of the final outcome and the General Teaching Council, (GTC), informed.

The whole procedure, from the time of the initial interview to the Final Assessor's visit, is unlikely to be 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 in light of any work permit or visa issues. 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.



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