LNCT

Aberdeenshire Local Negotiating Committee for Teachers

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LNCT/08/09

Student Placement Guidelines

This agreement has been subject to review in 2008 by the LNCT Joint Secretaries and HR as part of a review of current Aberdeenshire LNCT Agreements.

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**Supporting Students on Placement
Guidelines for Schools**

As a result of SEED initiatives and the recent Review of Initial Teacher Education (Appendix I and weblink) Local Authorities now have an enhanced role in supporting students on placement in schools.

In recent years the number of student placements has increased significantly, which in turn impacts on individual schools and the Local Authority.

Student teachers represent the future of the profession and existing teacher have a responsibility to support them as recognised in the Teaching Profession for the 21st Century agreement, Annex B.

These guidelines have been developed to ensure that everyone involved is clear about their responsibilities in relation to student placements. It outlines the key responsibilities of the Local Authority, the Teacher Education Institutions (TEIs) and Schools.

Local Authority Responsibilities
- Identify a Student Placement Officer (SPO) who will be responsible for co-ordinating student placement arrangements. Funding for this will be through the Student Placement budget allocated by SEED.
- Ensure that all schools and teachers are fully aware of the Local Authority's expectations of them and commitments in supporting student placements.
- Take responsibility for allocating students to suitable placements across Aberdeenshire schools.
- Work in partnership with University Education Faculties (TEIs) and schools to offer appropriate support for student teachers.
- Offer advice, guidance and CPD to those school personnel (such as student regents and mentors) with a remit for supporting and mentoring student teachers.
- Meet and liaise with staff from the Teacher Education Institutions and other Local Authorities to ensure an adequate allocation of student teachers amongst all partner Local Authorities.
- Liaise with TEIs and other Local Authorities on all matters pertaining to student placements through the following partnerships: Northern, Eastern and Western HE Partnership Forums and through the National Strategy Group.

Teacher Education Institution (TEI) Responsibilities

- Ensure that appropriate vetting procedures are in place for all students to include Disclosure Scotland checks.

- Liaise with Student Placement Co-ordinator (SPC) about placement dates and placement requirements linked to agreed timeline.

- Specify stages required for each placement in the case of Primary school placements.

- Provide schools and the Student Placement Co-ordinator (SPC) with Programme Handbooks. These can also be located through the links to University websites (Appendix II).

- Give schools sufficient notice, where possible, of the names of students due to visit or start a placement in the school. Exceptional circumstances may lead to shorter notification.

- Give the Student Placement Co-ordinator (SPC) as much notice as possible of additional placement requests, e.g. pre-visits.

- Prepare students adequately for placements. This should include curricular knowledge as well as encouragement of professional values such as being receptive and responsive to advice from schools, being fully prepared for classes, punctuality and professional responsibilities.

- Co-ordinate the training and deployment of Tutors who conduct placement visits.

- Liaise with school staff on the progress of individual students during school experience placements.

- Facilitate liaison between subject specific TEI tutors and secondary teachers.

- Participate in formal evaluation of student placements and be receptive and responsive to feedback from schools and Local Authority about placements. This will be shared with all stakeholders.

- Offer advice, guidance and CPD to those school personnel (such as student regents and mentors) with a remit for supporting and mentoring student teachers.

School Responsibilities

- Liaise with Aberdeenshire Student Placement Co-ordinator regarding the number of placements available each session and identifying situations with justification where a student placement in a schools or department would not be appropriate.

- Undertake to support student placements reflecting the professional expectations that schools and secondary departments will offer student placements throughout the school year.

- Identify a named Student Regent/Mentor (usually a member of the Senior Management Team) and update annually to SPC.

- Liaise with Aberdeen University Course Directors on matters relating to student teacher competence and professionalism during school experience. Aberdeenshire Student Placement Co-ordinator should also be advised where serious concerns are being expressed.

- Ensure teaching staff are aware of the requirements of student placements and ensure that these are met.
- Organise an introductory meeting for student teachers either prior to or on the first day of placement to meet with Head Teacher, Student Regent, Principal Teacher (subject) and Stage Partner (primary).
- Ensure student teachers are offered the range of experience necessary to allow them to work towards the SITE (Appendix III).
- Identify time for staff with a support role to become familiar with their role, associated documentation and matters relating to observing, assessing and reporting on students on placement, meeting with students to discuss their progress and support needs, complete core documentation associated with student placement, and facilitate release of staff to undertake professional development opportunities with Aberdeenshire and University staff.

Links to University Websites

The University of Aberdeen   http://www.abdn.ac.uk/education

The University of Aberdeen
STNE Programme   http://www.abdn.ac.uk/stne

The University of Edinburgh
The Moray House School of Education http://www.education.ed.ac.uk

University of Strathclyde   http://www.strath.ac.uk/education

University of Dundee   http://www.dundee.ac.uk/fedsoc

University of Stirling   http://www.ioe.stir.ac.uk