

## **Support Plan and Cause for Concern Procedures**

Detailed below you will find guidance for initiating and completing the support plan and cause for concern processes.

A support plan will be used where the performance of a trainee requires additional support beyond the normal expectation. The process provides the trainee and SBT with a formal way of addressing the areas for development with a view to providing positive support for the trainee. This process should be triggered as soon as possible in order for the trainee to respond to the concerns and make progress against the Standards for Qualified Teacher Status.

Identifying a trainee early with areas for development can lead to early intervention to commence support and may prevent a cause for concern action plan. For example, failure to establish a working file, engage with planning or establish effective working relationships might be early indicators of concern. This does not automatically mean the trainee will fail, but initiating the support plan process indicates clearly and formally to the trainee that they are not making sufficient progress against the Standards for Qualified Teacher Status appropriate to the SE and provides targets for them to address in order to meet the required standard.

The lesson observation forms and the weekly meeting reviews should evidence the first indication of an area for development. In some cases the concern is raised during a scheduled visit by the PT. Where colleagues in school raise the concern between visits, the PT must be contacted immediately so that s/he can be kept informed of the area for development.

**If the trainee does not meet the required targets of the support plan within five working days**, the trainee should be informed by indication on the support document immediately that s/he is at risk of failing and the partnership tutor is contacted immediately to facilitate the next stage of the process. If you are unable to make contact with the PT then please advise the administrator [m.p.bayliss@newman.ac.uk](mailto:m.p.bayliss@newman.ac.uk)

The partnership tutor will discuss with the school based tutor/class teacher and the trainee, to discuss the areas of concern and as appropriate will observe the trainee teach. It is during this time that the partnership tutor will formally issue a cause for concern action plan that will be returned to the Faculty of Education Office within 24 hours. A copy of the document will be received by the school based tutor, trainee and the partnership tutor will retain a copy for their records. On receipt of the cause for concern action plan at the Faculty of Education Office the trainee will be issued with the cause for concern letter, noting the date of review.

The cause for concern action plan will indicate the additional support to be put in place to address the areas of concern, this may include additional visits from the PT where necessary. A review date will be set when the school based tutor, partnership tutor and trainee will meet to discuss progress against the targets. It is important to note that a trainee being issued with a cause for concern is able to pass the SE if they show that they are meeting the targets set in the action plan.

A trainee with a cause for concern action plan should normally remain teaching, with the timetable being adjusted where necessary so that effective teaching and learning can take place. However, by the end of the SE the trainee should be demonstrating the ability to meet the requirements for the particular placement.

In extreme cases, where the education and welfare of the children is being severely affected, the trainee may be asked by the school to leave the placement. This should be carried out in agreement with the school based tutor, partnership tutor, Primary Partnership Manager and following a cause for concern letter, evidenced by written reports and observations. Dependent on the situation, the time scale will be adjusted as necessary.

All failing trainees or borderline pass trainees who have been at risk of failing will normally be visited by an external examiner. It is not the role of the external examiner to determine if a trainee passes or fails the SE, but to verify the decisions made within the partnership.

If a trainee's progress is not meeting the required standard the following stages must take place:

#### **Stage One – Initial Concerns (Support Plan)**

Involvement of school based tutor and trainee.

The school based tutor is to raise the area/s for development with the trainee; this must be discussed and then recorded on the lesson observation and/or at the weekly meeting. A support plan must be drawn up by the school based tutor with the trainee, indicating support processes to be instigated and the action required for successful completion. The support plan is to be completed electronically and returned to the partnership tutor, the administrator and the trainee on day of the initiation.

**The support plan stands for FIVE working days.**



#### **Stage Two – Review of Support Plan**

Involvement of the school based tutor and trainee.

At the time of review if sufficient progress has been made the support plan is updated and returned electronically to the partnership tutor, the administrator and the trainee.

At the time of review if insufficient progress has been made the partnership tutor must be contacted immediately to facilitate the next stage of the process



#### **Stage Three – Cause for Concern**

**Involvement of the partnership tutor, school based tutor and trainee.**

If the issue/s remain unresolved then school based tutor will liaise with the partnership tutor to initiate a cause for concern action plan. The partnership tutor will take responsibility for recording the targets, actions and further support processes and returning the documentation to the partnership administrator on receipt of the cause for concern action plan the cause for concern letter will be issued.

**The trainee has FIVE working days to meet the minimum required level to proceed on the placement. Only at this stage can a cause for concern letter be issued by Newman University.**



**Stage Four – Review of Cause for Concern**

Involvement of the partnership tutor, school based tutor and trainee.

At the time of review if progress has been made the cause for concern action plan is updated and returned to the partnership administrator.

In exceptional circumstances when some progress has been made a further cause for concern action plan may be issued.

At the time of review if insufficient progress has been made the partnership tutor and school based tutor will discuss terminating the placement, with a FAIL grade being recorded against the module.

On termination of a placement the final section of the cause for concern action plan **MUST** be completed, stating the reason/s for the decision.

Copies of all lesson observations and weekly meetings are taken by the partnership tutor.