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Institute of Education
University of London

The Graduate Teacher Programme

Structure

The Graduate Teacher Programme (GTP) is for graduates who want to continue working in a school while they train as a teacher. You will be employed by a school as an unqualified teacher and trained 'on the job' working towards the Standards that all Graduate Teachers (GTs) have to meet in order to gain Qualified Teacher Status (QTS).

The GTP is different to a PGCE in that it is school-based, whereas the PGCE is more of a University-based course, and students undertake fixed-length, structured teaching experiences interspersed with University-based training. Although GTs on the GTP attend regular sessions in college, their main base for training is the school. Gaining QTS via the GTP is recognised within the European Economic Area (EEA). However, certain overseas countries, like Canada and New Zealand do not recognise the award. Further study – and even a PGCE, or equivalent – will be required.

The Institute is responsible for recruiting, selecting and delivering the GTP on behalf of the Training & Development Agency for Schools (TDA) and recommends successful GTs for QTS. Entry on the GTP is not automatic: places are offered on the basis of *both the school and the candidate* meeting the Institute's requirements. Schools must demonstrate that they have sufficient commitment and resources to support GTs and provide the necessary training and are evaluated on a variety of criteria including recent satisfactory Ofsted or Independent Schools Inspectorate (ISI) performance; previous GTP or OTTP experience; and quality of school-based tutor support. Candidates are assessed on their suitability for teaching, quality of degree, commitment to teaching and appropriate experience. Employing Schools enter into a Training Partnership with the Institute, and between them they ensure that the GTs have the opportunities to demonstrate their suitability to become qualified teachers.

The Institute offers training for:

- Early Years and Primary
- Secondary subjects in the following subjects: *Maths, Chemistry, Physics*, Biology, ICT, Modern Foreign Languages (French/Spanish/German/Italian), Art & Design, History, Geography, Business Studies, Design & Technology, English/English with Drama/with Media Studies, Drama, Media Studies, Religious Education, Music, PE, Dance, Social Sciences (to include Sociology and Psychology), Citizenship.

The subjects in italics were considered priority subjects by the TDA for 2011-2012.

Each trainee will be allocated an Institute Tutor who will produce an Individual Training Plan, taking into account individual needs and school-based support during the training period. In addition, GTs will be expected to attend a series of training sessions at the Institute

(around 10 spread over the year). The Institute Tutor visits GTs a minimum of once per term to monitor progress and assist in preparing GTs for QTS assessment, which will be conducted at the end of the training period.

For GTs who are new to teaching, it will take three terms or one academic year. GTs who have already completed other teaching qualifications e.g. in post-compulsory or have considerable teaching experience may complete within a shorter time. A decision as to whether the programme could be shorter would be made when a training needs assessment has taken place.

The Candidate

All candidates applying for the Institute of Education GTP must:

- find a school willing to support them on the programme – we accept schools within the M25;
Please download the pdf on finding a school in order to help with your search.
- have a UK degree or equivalent (in the case of a trainee seeking to qualify to teach a secondary subject, as a guide, at least 50% of the degree should relate to the specialist teaching subject – please contact the EBR Unit if you are unsure if your degree does not relate);
- have GCSE Maths and English at C grade or above or the equivalent, with the addition of GCSE grade C in a Science subject for Primary Graduate Teachers (GTs) – we accept equivalency tests by Equivalency Testing only:

www.equivalencytesting.com;

*In order to apply for a funded place, applicants must have the required GCSE grades at **the time of application**, otherwise only a self-funded place can be offered.*

Please note that qualifications in Adult Numeracy and Adult Literacy are not regarded as equivalent to GCSE.

For candidates from outside the UK, school and degree qualifications will need to be checked with NARIC (www.naric.org.uk) to validate that they are equivalent to UK qualifications.

- show that they can communicate effectively in both spoken and written English;
- have been offered a full-time contract by the school as an unqualified teacher and be paid at least Point 1 of the unqualified teachers' pay scale (*priority will be given to candidates who are already at the school at the point of application*).

Where you fit into these scales will depend on your position, experience and location, as well as on your individual school. Please check your school's location with the TDA – www.tda.gov.uk. This is the current (as at 01.10.11) pay scale for all teachers who have not yet received qualified teacher status (QTS).

- London fringe: £16,856–£26,052
 - Outer London: £18,789–£27,992
 - Inner London: £19,893–£29,088
 - Rest of England and Wales: £15,817–£25,016
- have undergone criminal record and health checks (completed by the school).

Candidates must have at least four weeks' classroom experience before they can submit an application. Furthermore, due to the employment-based nature of the Programme, preference will also be given to candidates who have substantial post-graduation working/professional experience. Other experience of working with children/young people is viewed positively –

examples might include youth work or sports coaching. The candidate's personal statement on the application form, and, if interviewed, their statements during interview, will be evaluated according to their ability to analyse and reflect critically on all of these experiences with respect to teaching.

Please note that overseas trained teachers are not eligible for the GTP. They should apply for the Overseas Trained Teacher programme (OTTP) instead.

EU qualified teachers are not eligible for GTP: the reciprocal agreement between EU countries means that teachers trained in the EU to teach at primary or secondary level will usually be considered to have QTS in England and, therefore ineligible for the GTP. To check if your EU teaching qualification is equivalent to QTS, please contact the General Teaching Council on 0370 001 0308.

The School

We accept schools within the M25. Priority is given to schools already in partnership with the Institute, but we do not preclude new schools from applying.

The GTP is a partnership between the Institute and the employing school. Both partners have collective responsibility for all aspects of the GTP training and are actively involved in the planning and delivery of the training and in the selection and final assessment of Graduate Teachers (GTs).

In particular, schools must:

- arrange for all GTs to have a General School Tutor and a Subject (Secondary) or Second (Primary) School Tutor who have the major day-to-day responsibility for supporting and assessing the GT during his/her school-based training. The General School Tutor typically has responsibility for the management of and overall responsibility for the GT's progress and facilitating key aspects of training such as the Second-School Experience. The Subject/Second School Tutor typically will have more daily contact with a GT, be a subject specialist (for Secondary GTs) and regularly observe the GT teach.
- employ the GT in a supernumerary capacity if the school is in receipt of a salary grant for the trainee; if not, they must have a timetabled teaching load significantly less than that of a normal teacher, arranged to facilitate the 60-training day requirement.
- implement and support the Individual Training Plan and its school-based activities.
- ensure that GTs have the opportunity to work with SEN and EAL pupils.
- facilitate GTs' attendance at the centrally run training at the Institute (both generic and subject specific).
- ensure that GTs teach in two consecutive Age Ranges.
- compile regular progress reports which review progress and detail targets.

Please note: if a place is offered to a candidate following interview, both the candidate and their school mentor are expected to attend a compulsory training day prior to the start of the programme. Failure to attend will result in the offer of a place being withdrawn.

The TDA require that at least 60 days of a whole school year be devoted to training in the GTP, as distinct from teaching. Therefore, a GT's teaching commitment will reflect their status as trainee teachers and will be significantly less than that of a normal classroom

teacher. **This would be translated into a teaching timetable of no more than eight hours per week in the first term, increasing to around 10 hours in the second term and less than 14 in the third.**

Teaching must encompass at least two consecutive Age Ranges from ages 3-5, 5-7, 7-9, 9-11, 11-14, 14-16 and 16-19. A 50/50 split between the two Age Ranges would be ideal, but flexibility is obviously permitted to extend the balance to a 40/60 or even a 30/70 split.

In the Primary Age Ranges, a GT must have the opportunity to teach the whole Primary curriculum and the Primary Strategy and be able to teach all three core subjects and a majority of the foundation subjects.

For those pursuing Age Range 11-14 (i.e. Key Stage 3), their specialist subject must be taught, using the National Curriculum, relevant National Frameworks and the cross-curricular elements set out in the National Secondary Strategy.

For those qualifying at KS4 and/or post-16, they must teach their specialist subject using the relevant National Curriculum Programme of Study or programmes specified for national qualifications (e.g. GCSE or A Level). They must also understand and promote opportunities for pupils to develop the Key Skills.

The Institute expects GTs to be employed as a supernumerary to the teaching staff in order to allow their gradual introduction to teaching and to facilitate periods of time away, e.g. on courses and in their second-school placement.

GTs must have a substantial second-school experience; this is normally six weeks in length and has to be arranged by the employing school. The second school should be able to offer teaching in the trainee's specialist subject or phase, which will provide a different and extended experience gained in the employing school. In the case of GTs in Independent schools, the second school has to be a State-maintained school.

A GT should be able to accumulate sufficient experience in a placement of six weeks based on individual needs. Significant teaching must occur together with access to areas which might not be available in the employing school (e.g. EAL pupils, G+T pupils, SEN pupils, use of ICT in lessons, teaching the opposite sex, etc.). A second-school experience consisting of occasional days wrapped around lead school commitments is not appropriate; the placement should be a complete block of time.

Schools catering for SEN are eligible for the GTP, but a longer second-school experience is required at a mainstream school – usually a minimum of a term, with a possible third placement for a shorter period, if required.

Sixth-Form Colleges are **not** eligible as employing schools for the GTP, as the programme requires the lead school to offer age-appropriate teaching.

Please note that the Institute will not act as a provider for a school in special measures.

Funding

The TDA makes a very limited number of grants available to the Institute which can be used to support Graduate Teachers (GTs) in State schools. These come in two categories – salary and training grants, and training only grants. Competition for these is very high. The decision regarding the allocation of funding is made after the interview stage. Funding is based on where the supporting school is located. The TDA has four categories: inner- and outer-London, fringe and national. Figures for the 2012-2013 funded places will not be made available until May 2012. Figures for 2011-2012 were as follows:

- Salary & Training Grants (STG)
 - Inner-London £17,000
 - Outer-London £16,000
 - Fringe £14,400
 - National £13,500

- Training Grants Only (TG)
 - Inner-London £1,200
 - Outer-London £1,165
 - Fringe/National £1,110

Please note that these figures may well be reduced for 2012-2013.

Funding is now allocated on a per-subject basis with the priority subjects attracting the highest number of funded places. All other subjects may only attract one single funded place. This means that we could get up to seven history candidates, for example, and only one funded place to be allocated to that subject.

Candidates who are not offered funding but are felt worthy of a place by the interview panel are offered a self-funded place in which case the school pays the trainee's salary (at least Point1 of the unqualified teachers' pay scale) and a fee to the Institute. This is the current (as at 1.10.11) pay scale for all teachers who have not yet received qualified teacher status (QTS).

- London fringe: £16,856–£26,052
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NB: STGs can only be awarded to candidates who will become supernumerary during the GTP. Supernumerary means surplus to requirements whereby the GT is not filling a post and there should be another member of staff on hand while the GT is teaching.

Independent schools are not eligible for funding, but the TDA pays for the final assessment.

Applying

Application is made using the TDA's online application system by:

- logging on to the TDA's website – www.tda.gov.uk/gtp;
- clicking on 'find a GTP course';
- clicking on specific provider and typing in *Institute of Education, University of London* into the search box and then clicking on the selected provider;

- scrolling down and clicking on the apply button;
- clicking register and entering the necessary details;
- clicking on the link when you receive your email and following the instructions on screen until you come to a page asking you to confirm your eligibility;
- confirming your eligibility, by clicking the confirm button and clicking next to get on to the application form, *even if you will be completing your degree in the summer of 2012 and intend to sit your GCSEs/equivalency tests after applying.*

Sections 1 & 2: Basic Details/Contact Details

These are self-explanatory, so please complete the fields as requested.

Section 3: Employing School

Please complete the fields as requested and then upload a letter from the Head or other suitably senior person from your employing school confirming their support of you on the GTP. Please note that the letter must include:

- the name of your Headteacher, General School Tutor (GST) and Subject/Second Tutor (SST) with their email addresses;
- a supporting statement assessing your strengths and suitability for a career in teaching, and your suitability for the GTP route;
- a statement on the school's ITT experience, with reference to how the GST and SST's mentoring qualifications will aid you during your training on the programme;
- confirmation that your school will offer you an employment contract and pay you at least point 1 of the unqualified teachers' scale;
- manual signature(s).

Section 4: Training

Please complete the necessary fields.

Section 5: Qualifications

Please complete the necessary fields. The system will not allow you to upload copies of your certificates, therefore, please send hard copies – along with a copy of your passport as proof of ID – in the post to:

Steve Jones
 EBR Programme Administrator
 Department of Culture, Communication and Media
 Faculty of Children and Learning
 Institute of Education
 20 Bedford Way
 London
 WC1H 0AL

Any overseas qualifications will need to be translated and checked by NARIC to validate that they are equivalent to UK qualifications. Please include these documents if your schooling and degree were outside the UK.

Section 6: Employment History

Please complete the necessary fields.

Section 7: Previous QTS

If you answer 'yes' to any of the questions, we may also need to get in touch with the provider to produce additional evidence.

Section 8: Statement

Tell us why you have decided to train as a teacher, and why you have chosen the GTP route in particular. This is a very important part of your application and will be evaluated according to your ability to analyse and critically reflect on your experiences with young people in schools or other settings and as a learner yourself. It will also be assessed on your awareness of the distinctive nature of the GTP route to QTS, and your reasons for choosing this route.

Section 9: References

Please complete the necessary fields. There is no need to provide a reference from your school as we are asking for a supporting statement from the letter they have to provide in Section 3 above.

Section 10: Additional Information

Please complete the necessary fields. Please note that this is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of the Data Protection legislation. The data will only be used for general statistical and monitoring purposes. However, in the case of the disability data we will also use this to offer you any support and help you may need. The data will not be taken into account in assessing information on your application form.

With regards to your CRB check, it is your employing school's responsibility to arrange this for you. If you get on to the programme, we will ask for your CRB Disclosure Number & Date.

Section 11: Declaration

Please confirm as indicated.

The deadline for applications is Tuesday, 31st January 2012 at 17:00. We may decide to accept self-funded places after this date depending on whether we find that we need to continue to recruit. Please check with the TDA at the time.

Interviews

Interviews are planned to be held week beginning Monday, 12th March and Monday, 19th March 2012. You must ensure that you are available during this period as you may be asked to attend an interview on any of these days, if shortlisted.

Interviews can last up to three and a half hours and you should expect to remain at your interview for this duration. There are four elements to the interview:

- Group discussion
- Written test for Secondary candidates; tests in literacy, numeracy and science for Primary candidates
- Five to 10-minute presentation
- One-to-one interview with a subject specialist for Secondary candidates; age-range specialist for Primary candidates

We will also ask you to bring to your interview originals of your school and degree qualifications and your passport as proof of ID.

We will try to contact shortlisted candidates regarding interviews as soon as possible after the deadline. However, we will give at least a week's notice in order to give candidates time to prepare for their interview. Candidates are informed by email, therefore please ensure that all email addresses, including those of school mentors (see Section 3: Employing School) are provided.

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For further assistance, please email: ebr.enquiries@ioe.ac.uk.