



The John Taylor SCITT

Cause for Concern Procedure

Reviewed by The SCITT Executive Board – November 2024

01 SEPTEMBER 2024

THE JOHN TAYLOR SCITT, C/O JOHN TAYLOR MAT

The Training Centre, John Taylor High School, Dunstall Road, Barton-under-Needwood, Burton on Trent, DE13 8AZ



The Cause for Concern Policy covers some areas that may lead to arising concerns:

The Teachers' Standards set a clear baseline of expectations for the professional practice and conduct of teachers and define the minimum level of practice expected of teachers in England. [<DfE 2021>](#).

Since April 2012, the Teaching Regulation Agency has been able to use Part Two of the Teachers' Standards when hearing cases of serious misconduct, regardless of the setting in which a teacher works. [<DfE 2021>](#).

The Teachers' Standards apply to trainees working towards Qualified Teacher Status [<DfE 2021>](#).

For the John Taylor SCITT we categorise cause for concern into the following areas:

- 1) Part 1 of Teachers' Standards - a significant lack of progress in the development of Teaching.
- 2) Part 2 of the Teachers' Standards - Failing to demonstrate consistently high standards of personal and professional conduct.

1. Part 1 of the Teachers' Standards – A significant lack of progress in the development of teaching.

- 1.1 All staff involved in the assessment of trainees will be reminded of the paramount importance of early detection of underperformance. If it becomes apparent at any point throughout the programme that a trainee is not making satisfactory progress against Part 1 of the Teachers' Standards, then the procedures, as detailed below, must be followed by all staff supporting the trainee.
- 1.2 It is important that either the Programme Leader or SCITT Director is contacted immediately by the Headteacher or Professional mentor where there is a concern. This will ensure appropriate supportive action for the trainee, school and pupils is put in place as soon as possible.
- 1.3 Trainees are assessed on a weekly basis on all aspects of their work in school, against the standards, with reference to assessment criteria given by the SCITT.
- 1.4 Any trainee whose practical work in school is giving serious cause for concern and a trainee is at risk of failing to meet the standards, or for whom other aspects of the work in school, including professional conduct, generates concern about their suitability for teaching will normally be first identified by the subject or professional mentor in the placement school or the Subject Pedagogy Tutor.



- 1.5 This will be communicated immediately with the SCITT Programme Leader or SCITT Director who will discuss the situation with relevant staff.
- 1.6 A Cause for Concern procedure will be initiated which will result in either:
- a) A personalised intervention to being drawn up. The intervention plan will have clear targets and a timescale for achievement of the targets. The school will closely monitor progress against the action plan and contact the Course Manager if the concern remains. If good progress is made by the trainee normal moderation visits by staff working on behalf of the SCITT will be used for any further review of the trainee's practical teaching skills and or conduct.
- Or
- b) A visit by the Programme Leader to the school to discuss the situation with relevant staff. The trainee will be observed by the Programme Leader, a personalised intervention plan will be drawn up with clear targets and a timescale in which they should be achieved. The Professional Mentor should be involved at this stage if they are not already supporting the trainee. A further visit will be arranged by a member of the SCITT Team to assess whether the targets have been met.
- 1.7 The trainee will be given an opportunity at any point to set out their perception of the issues of concern. They may also contact the Programme Leader at any time during the training to seek guidance. Trainees may also request of the Programme Leader that they be given the opportunity to speak to another representative of the Executive Board regarding concerns that may have arisen.
- 1.8 Throughout the process there will be weekly communication between the school, the SCITT and the trainee and all communications will be documented.
- 1.9 Should the trainee's performance improve, the normal procedures for assessment, including weekly reviews and the end of teaching placement report, will be used for further review and development of the trainee's skills against the QTS standards.
- 1.10 Should there be insufficient improvement in the trainee's performance within the agreed timescale against targets set out on the Cause for Concern action plan document then the school and SCITT should agree whether the trainee should continue with the placement.
- 1.11 If the trainee is withdrawn or withdraws from the placement school, then it is the responsibility of The Programme Leader and/or SCITT Director to interview the trainee.
- 1.12 It is also the responsibility of The Programme Leader to interview any trainee who is assessed at the end of a teaching placement to have failed, in one or more areas of the SAF and linked Teachers' Standards, to not be on track to meet the QTS standards at the end of the course.



- 1.13 In both the above situations the Management Board representatives should agree a further programme, which may include repetition of sessions, additional coaching and support. The trainee may be required to extend training, including re-sitting a teaching placement at the same level, or may be deemed “unfit to proceed”.
- 1.14 In cases where the initial causes for concern are so grave or acute as to need immediate intervention and withdrawal of the trainee from the school as ‘unfit to proceed’ the Professional Mentor will contact the SCITT Director and a decision may be made to suspend the trainee’s placement immediately, pending further resolution of the situation.
- 1.15 If a trainee is considered ‘unfit to proceed’ procedures must then be followed as outlined in paragraph 3 of the Cause for Concern procedures.
- 1.16 It must be made clear to the trainee that any extensions to training may incur additional financial costs for the trainee. Any trainee deemed ‘unfit to proceed’ and therefore unable to continue training, who has been registered on the course with the DfE at the start of the course, is liable for the full payment of tuition fees on the course.

2. Part 2 of the Teachers’ Standards – Failing to demonstrate consistently high standards of personal and professional conduct.

- 2.1 Trainees must, at all points within the training, demonstrate consistently high standards of personal and professional conduct, as set out in the preamble to the Teachers’ Standards and Part 2 of the Teachers’ Standards. All members of the SCITT and staff in partner schools have a duty to inform the Programme Leader or SCITT Director if they believe a trainee’s attitude, or personal or professional conduct does not meet high standards of personal and professional conduct.
- 2.2 If the Programme Leader or SCITT Director has any reason to believe a trainee’s attitude, behaviour or conduct is not on track to consistently meet the requirements set out in the Teachers’ Standards the trainee will be informed of these concerns and a personalised intervention plan will be drawn up, with clear targets and timescales for achievement of targets.
- 2.3 The SCITT Director acting with the agreement of a member of the Executive Board, has the right to suspend a trainee from training, with immediate effect, if their attitude or professional or personal conduct falls seriously short of any of the requirements in any part of the Teachers’ Standards.
- 2.4 In serious circumstances, The SCITT Director may seek advice from external professional bodies. For example, but not limited to LADO, PREVENT, Teaching Regulation Agency or regional Police.



2.5 If upon investigation a recommendation for further suspension or withdrawal from the course is considered a SCITT Executive Board Panel Hearing should be convened, including at least three members of the SCITT Executive Board with varying specialisms to derive a decision to consider 'fit to proceed' or 'unfit to proceed'.

2.6 If a trainee is considered 'unfit to proceed' procedures must then be followed as outlined in paragraph 3 of the Cause for Concern procedures.

3. If a Trainee is considered 'fit to proceed' or 'unfit to proceed'

3.1 Within 3 days of the SCITT Executive Board Panel Hearing, formal communication regarding the decision will be shared with the trainee and they will be invited to a formal meeting with the Programme Leader and/or SCITT Director and another observer. A written record of this meeting will be kept outlining:

- a) the areas of concern & the implications for the trainee in meeting the Teachers' Standards.
- b) any decisions made in the meeting regarding further actions, including whether the trainee is considered 'unfit to proceed' with training, or targets set for the trainee to meet the standards, with a clear timescale for improvement if considered 'fit to proceed'.

3.2 The trainee must be informed of their right to appeal the decision at Stage 3 of The John Taylor SCITT Compliments, Comments, Complaints and Appeals Procedures Policy. The trainee can request evidence made in the decision-making process to offer explanation as part of their appeal.

3.3 The trainee has 10 working days from the receipt of the formal communication from the SCITT Executive Board, to appeal the decision at Stage 3, in-line with The John Taylor SCITT Compliments, Comments, Complaints and Appeals Procedures Policy.

3.4 If the trainee does appeal the SCITT Executive Board will convene to review the appeal and decide whether to uphold or override the decision. The SCITT Executive Board may wish to involve specialist or alternative specialism to aid in the decision-making process. If the decision is overridden, there may be conditions attached.

3.5 In response to an appeal, the trainee must be informed in writing of the final judgement within 3 working days of the meeting of the SCITT Executive Board.

3.6 Upon a trainee withdrawal from the course, The John Taylor SCITT will be responsible for:

- Informing Student Finance and DfE Register (or equivalent) systems of the trainee withdrawal from the course.
- Keeping accurate records of documentation created and reviewed for the purpose of the Cause for Concern Procedure and to inform future references.
- In serious circumstances, maintain liaison with external professional bodies, for example but not limited to LADO, PREVENT, Teaching Regulation Agency or regional Police.
 - Ensuring that financial records are accurate for income and expenditure relating to the trainees' time on course.