



## Support Plan and Cause for Concern Procedures

1. A Support Plan is the first port of call when a trainee is experiencing difficulties, rather than a Cause for Concern. There are a number of steps that should be put into place before a Cause for Concern is raised. A trainee will make mistakes and support should be appropriate and timely to enable them to make progress during the year. Issues should be picked up at the weekly meetings with the Subject Mentor (SM) and appropriate targets set as a Support Plan, in the first instance. Progress should be reviewed at regular intervals as part of normal training provision and support that would be expected for any student teacher.
2. A Cause for Concern is only raised when a trainee **fails to make sufficient progress towards the targets set on the Support Plan** and has not responded sufficiently to support mechanisms that have **already** been put in place through the weekly meetings with the SM to address areas that have been identified as needing considerable development in order to meet the PLECO competencies above the minimum level.

### Support Plan Procedures

- a) A Support Plan can be **raised by the school-based mentors (PCM and SM) or the NELTA Tutor**. If the trainee is not making sufficient progress against the targets set on the Support Plan, both school-based mentors (PCM and) and NELTA tutor must be in agreement to move the trainee to a Cause for Concern.
- b) If the **school** feels that a Support Plan is needed to support the trainee, it is important that the **Professional Co-ordinating Mentor (PCM) discuss this beforehand with the NELTA Tutor or vice versa**.
- c) **Once the NELTA tutor has been fully briefed**, they will advise on completing the Support Plan form and alert the **NELTA Principal**.
- d) A **meeting should take place between the trainee and the school tutors, if possible together with the NELTA tutor**, to discuss these issues raised. It is good practice for the trainee to be clear about the purpose of the meeting and areas to be discussed **prior** to the meeting.
- e) It is important that the **targets, with associated short term time frames**, are agreed and that the trainee takes responsibility for their own development working with school and NELTA staff who will provide appropriate support. A **date to review progress must be agreed and noted on the Support Plan form**.
- f) Where the trainee has made **successful progress**, this **can be confirmed at the review meeting** between the student teacher, school-based mentors and NELTA tutor, and indicated on the Support Plan form. The Support Plan form should be **signed by all parties** as indicated - **no further action is required**.
- g) If it is deemed at the review meeting that the trainee has not made sufficient progress against the targets set, then the school-based mentors and NELTA tutor may consider moving to the Cause for Concern stage.
- h) Opportunity for **deferral** for personal reasons can be discussed with the school and NELTA.



## Cause for Concern Procedure

**If the targets in the Support Plan have not been met, then the Cause for Concern is issued.** Further targets and actions will be set, with appropriate review dates. It is the responsibility of the NELTA tutor and PCM to decide upon and implement appropriate time-specific targets.

- a) It is the responsibility of the student teacher, school-based mentors and NELTA tutor to document the progress that the trainee has made towards the targets.
- b) At the **final review** of the Cause for Concern with the trainee and school-based mentors' consultation with the NELTA tutor a decision will be made as to whether the trainee has made sufficient progress to now be on track to meet the Teachers' standards at the end of the year. If the trainee **has** made sufficient progress – no further action is required.
- c) If any of the areas of concern remain and the trainee has **not** made the required progress by the time of the final review, **the trainee should be advised by the school-based mentors and the NELTA tutor that their progress against the PLECO competencies may be deemed unsatisfactory at present.** The school-based mentors and NELTA tutor should advise the NELTA Principal that the place on the School Direct programme should be terminated. The trainee will be suspended from the programme and an Examination Board comprised of the NELTA tutor, at least one Director and the Principal will be convened to hear the evidence and make a decision as to whether to terminate training. The decision will be communicated to the trainee within 7 days of suspension.
- d) The trainee has the right of appeal and should follow the appeals procedure if they wish to do so.
- e) For salaried trainees the school will then be required to end the contract of employment for the trainee as an "unqualified teacher training for QTS on the School Direct (Salaried) programme." Any further contractual issues are matters with which the school will deal. A trainee may wish to consider whether to withdraw from the programme and should make this decision **in consultation with the school and the NELTA tutor.**

### Examples of issues with targets/deadlines

#### *Example One*

"Assessment needs development – records have not been produced and marking and regular feedback to students needs improvement. Review again in 3 weeks". Action: peer mark with class teacher. Examples of marked work to be shared at mentor meetings.

#### *Example Two*

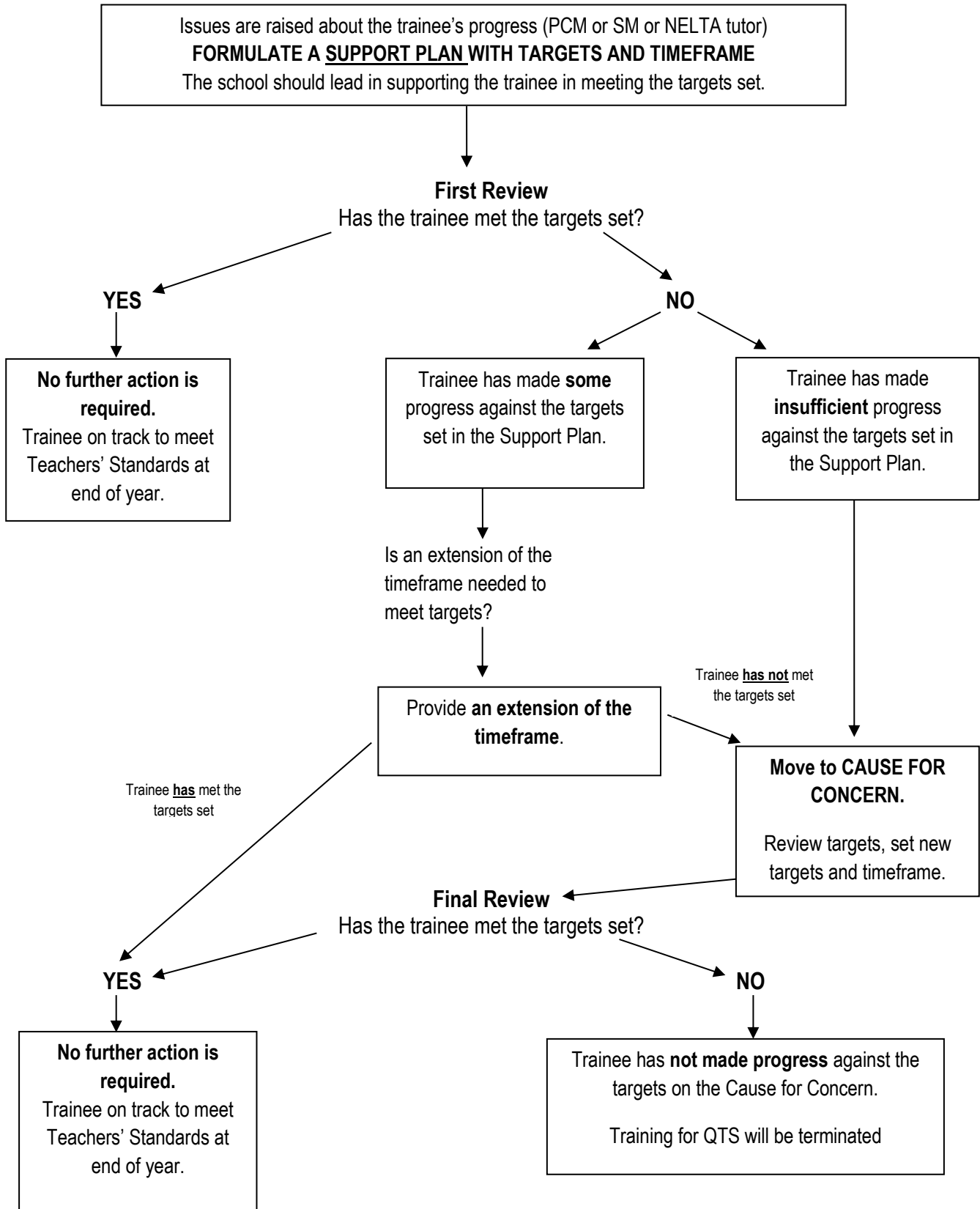
"Trainee needs to be more assertive, to give clear instructions, to clearly structure the lessons. Trainee needs to act on the advice of the school's Subject Mentor. Review in 10 days. Action: Lesson plans to show clear, planned instructions. Observation of teacher with a focus on how they structure lessons. Observation of trainee.

#### *Example Three*

"Punctuality and attendance is patchy. 100% attendance and good timekeeping required for next week and from then on until the end of the course."



## Support Plan/Cause for Concern Procedure





## Support Plan (SP)

*This form should be completed by the school, in conjunction with the NELTA Tutor, only when the significant issues affecting training have failed to be resolved informally with colleagues.*

Name of person raising the SP		Name of trainee	
Their Role		Name of School	
Name of NELTA Tutor		Date of Raising the SP	

**Reason for Support Plan:**  Health issues     Personal     Lack of Progress (PLECO competencies)     Professionalism (Part B of Standards)

Support Plan		
Areas of Concern and evidence for those concerns:	Related QTS Standard	Specific action to be taken in relation to area of concern including support from school and/or the NELTA

**Review Date of Support Plan:** \_\_\_\_\_

\_\_\_\_\_ *I, the trainee, understand that the above are possible outcomes following the review date*

\_\_\_\_\_ *Headteacher, PCM or SM/CM of Employing/placement School*

*Please sign (or type name if electronic copy) to show that you have agreed the areas of concern and date by which progress must be shown.*



**First Review of Progress of Areas of Concern:** *(detail against each area of concern)*

**Outcome of this Review:** *(If further action or support is to be given, detail this and state a time for the final review)*

The trainee has made sufficient progress in the areas of concern to be on track for QTS therefore no further action is required

The trainee has made some, but not sufficient progress in the areas of concern therefore an extension to the support plan is now required  (Please complete A below)

The trainee has made no progress against the areas of concern and a cause for concern must now be raised  (Please complete B on next page)

Additional Comments from NELTA tutor/PCM/trainee

**A) Support plan extended review date** \_\_\_\_\_

\_\_\_\_\_, *I, the trainee, understand that the above are possible outcomes following the review date*

\_\_\_\_\_, *Headteacher, PCM or SM/CM of employing/placement school*



**Second Review of Progress of Areas of Concern (extended support plan):** *(detail against each area of concern)*

**Outcome of this Review:** *(If further action or support is to be given, detail this and state a time for the final review)*

The trainee has made sufficient progress in the areas of concern to be on track for QTS therefore no further action is required

The trainee has made insufficient progress against the areas of concern and a cause for concern must now be raised  (Please complete B below)

Additional Comments from NELTA tutor/PCM/trainee



## Cause for Concern (CFC)

<b>B) Cause For Concern revised action plan</b>		
<b>Areas of Concern and evidence for those concerns:</b>	<b>Related QTS Standard</b>	<b>Specific action to be taken in relation to area of concern including support from school and/or NELTA</b>



**Review Date of Cause for Concern:** \_\_\_\_\_

\_\_\_\_\_, *I, the trainee, understand that the above are possible outcomes following the review date*

\_\_\_\_\_, *Headteacher, PCM or SM of Employing/placement School*

*Please sign (or type name if electronic copy) to show that you have agreed the areas of concern and date by which progress must be shown.*

**Final Review of Progress of Areas of Concern:** *(detail against each area of concern)*

**Outcome of this Review:** *(If further action or support is to be given, detail this and state a time for the final review)*

The trainee has made sufficient progress in the areas of concern to be on track for QTS therefore no further action is required

The trainee has not made progress in the areas of concern and therefore training for QTS will be terminated

Additional Comments from NELTA tutor/PCM

**Cc NELTA Principal, Trainee, NELTA Tutor**