

### **Cause for concern procedure**

A cause for concern is intended to be a developmental and supportive process.

A cause for concern will be issued when:

- A trainee does not make the expected progress;
- A trainee struggles professionally or personally to meet the Teachers' Standards (Part One: Teaching);
- A trainee fails to demonstrate high standards of personal and professional conduct (Part Two: Personal and professional conduct).

A cause for concern can be raised at any stage of the programme and:

- Can relate to a trainee's engagement with and attendance at the taught elements of the programme;
- Can relate to specific aspects of the trainee's teaching and be characterised by a lack of expected progress by the pupils as identified against the Teachers' Standards referencing the grade descriptors.

A cause for concern may also be raised if:

- A trainee's teaching, for any reason, is not developing as expected; for example, if a trainee 'plateaus' and there is no evidence of further progress or development in the quality of their teaching;
- A trainee has not received the necessary support from the placement school at which point the university will offer advice and additional support.

A cause for concern will outline the concerns, set targets, identify training and actions and agree review points. It will result in an agreed increase in school and university support and monitoring, above what is usually provided.

### **Cause for Concern Process**

#### **Stage 1**

At the earliest opportunity after a concern has arisen, the subject mentor/professional mentor/university tutor discusses the concerns with the trainee. In this discussion the causes for concern, supported by evidence from the trainee's practice, need to be shared with the trainee. The trainee will have the opportunity to share their perceptions of the concerns and a joint understanding is established.

The class teacher/mentor emails the university tutor informing them of the discussion. The university tutor may offer an additional visit.

At the Weekly Professional Development meeting between the trainee and the subject mentor/professional mentor/university tutor a Cause for Concern Form is used to:

- Record and identify the issue(s) which give cause for concern in relation to the Teachers' Standards;
- Record and agree a maximum of three targets which are focused explicitly on areas for improvement;
- Record and agree actions for the trainee, and strategies to support the trainee to be provided by the class teacher/mentor/university tutor;
- Record and agree a realistic and achievable timescale of up to 10 working days to the review point.

The trainee and the subject mentor/professional mentor/university tutor sign the form and a copy is sent to:

[secondarytpdocuments@bcu.ac.uk](mailto:secondarytpdocuments@bcu.ac.uk) (for secondary school placements)

OR Fax: 0121 331 7307

## Stage 2

At the Weekly Professional Development meeting between the trainee and the class teacher/mentor/university tutor the Cause for Concern Form is used to:

- Review the targets using the full range of evidence;
- If sufficient progress has been made by the trainee, normal training routines continue;
- A copy of the completed Cause for Concern Form is sent to [secondarytpdocuments@bcu.ac.uk](mailto:secondarytpdocuments@bcu.ac.uk) OR Fax: 0121 331 7307

If insufficient progress has been made, proceed to Stage 3.

## Stage 3

A copy of the completed Cause for Concern Form is sent to [secondarytpdocuments@bcu.ac.uk](mailto:secondarytpdocuments@bcu.ac.uk) OR Fax: 0121 331 7307

The programme leadership team is informed that the targets have not been met and a discussion between the mentor/professional mentor and the university tutor takes place. The following actions are agreed:

- Review meeting and/or joint observation with the subject mentor/professional mentor and the university tutor;
- University tutor and the subject mentor/professional mentor moderates the evidence to confirm whether there is a need for an ongoing cause for concern.

- If so, a formal meeting with the university tutor, subject mentor/professional mentor and trainee takes place and a Cause for Concern Form is used to agree the causes for concern and set revised targets;
- Explicit actions for the trainee, class teacher/mentor/senior school leader and university tutor are agreed as part of the cause for concern action plan.
- A timescale of up to 10 working days is set for the trainee to focus on the cause for concern targets.
- All observations and meetings should focus on the cause for concern targets.
- The trainee and the mentor/senior school leader/university tutor sign the form and a copy is sent to:  
[secondarytpdocuments@bcu.ac.uk](mailto:secondarytpdocuments@bcu.ac.uk) OR Fax: 0121 331 7307

#### **Stage 4**

A formal review of targets, using the full range of evidence, by the trainee, class teacher/mentor/senior school leader and university tutor. There are three possible outcomes from the formal review:

- i) If sufficient progress has been made, the cause for concern ends and the normal training routines continue;
- ii) If limited progress has been made, the university tutor, mentor/senior school leader and trainee review the issues, revise the targets and the cause for concern is extended;
- iii) If none of the targets have been met and progress has not been made, the trainee fails the placement. Proceed to Stage 5.

#### **Stage 5: Breakdown of Placement Procedure**

The placement is terminated immediately subject to partnership protocols for the different training routes.

The trainee meets with a member of the programme leadership team and the record for a failed placement is completed.

The trainee is informed of his/her right of appeal.

An exit interview record is completed if the trainee declines the right of appeal.

A formal letter is sent to the trainee with a copy to the Professional Development Tutor.

A de-brief meeting takes place between the university tutor and the relevant school personnel, leading to a report of arising issues and actions.

#### **Stage 6: Breakdown of Placement Meeting**

The final decision is confirmed by the recommending board.