



BIRMINGHAM CITY
School of Education
and Social Work

PGCE Secondary

Partnership Opportunities Information Pack
2017/18



Welcome to our Partnership Opportunities Pack *2017-18*

We would like to thank you if you have worked with us before and, if not, to invite you to become active members of our thriving Partnership.

We believe that experience of school placement activity provides the essential backbone to any teacher training programme, with school colleagues enabling and empowering beginning teachers to access essential context-specific knowledge. As such, your input is invaluable in the development of committed, creative and confident professionals.

Ofsted (2014) recognised Birmingham City University's "highly effective collaboration across the partnership" which "leads to wide-ranging continuing professional development for all its teachers and trainees". Engagement with teacher training has positive effects for everyone, not just the beginning teachers involved.

We welcome your partnership in the development of beginning teachers for the year 2017-18. Please take the time to read through the Partnership Opportunities Pack to consider the opportunities that are available to you.

Those of you who have worked with us in previous years will know that the range of subjects offered by Birmingham City University include Art and Design, Computer Science, Design Technology (Food, Product Design and Textiles), Drama, English, Mathematics, Modern Foreign Languages (French & Spanish), Music, Religious Education and Science with Biology, Chemistry or Physics. Colleagues who are new to the Partnership are welcome to discuss with us here at BCU the requirements for offering subject placements. Please contact in the first instance our PGCE Secondary Partnership Administrator Craig Davis, contacts provided below.

The information contained in the Partnership Opportunities Pack should provide you with everything you need to make offers of placements for 2017-18. However, if you have any questions do not hesitate to contact Craig.

Best wishes for your teaching in the academic year 2017-18 and we look forward to working alongside you in the training and education of the next generation of outstanding teachers.



Kelly Davey Nicklin
PGCE Secondary
Programme Leader



Craig Davis
PGCE Secondary
Partnership Administrator

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*Ranked the top
university in the
West Midlands*

for Education courses –
and 25th in the country

(Guardian League Table 2017).



Introduction to

PGCE Secondary Tutors

and the Partnership Team

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*“The partnership link with
Birmingham City
University is very strong -
good contact between
school staff and University
Tutors.”*

Professional Mentor
The ACE Academy

School Experience

Overview



School Experience 1 (Autumn Term) – normally a paired placement

The dates of this placement are as follows:

26th September – 20th October 2017 (four days a week)

31st October – 22nd December 2017 (four days a week)

- School Experience 1 will begin with structured observations of experienced teachers; later it will include opportunities for trainee teachers to plan and teach their own subject, in collaboration with the subject mentor and their teaching partner.
- Trainees will take part in other directed tasks designed to acquaint them with key whole-school issues. We expect trainee teachers to attend appropriate meetings in school and, if possible, to participate in extra-curricular activities.
- Trainees will plan and revise units of work in consultation with the subject mentor, and begin teaching as appropriate.
- After half term (in most cases), each pair of trainee teachers will be expected to teach their specialist subject for 7 hours of the school week covering Key Stage 3 and 4 and, where applicable 5. Each trainee takes responsibility for planning and delivering for five hours a week, whilst supporting their partner in the classroom, or, later in the placement, observing and giving feedback, for the remaining five hours.
- Trainees will gain familiarity with a second subject where appropriate and will work with a tutor group. They will continue to develop their understanding of school policies and procedures.
- Trainees will undertake further observations of other teachers, attend appropriate staff briefings, school INSET days and other meetings such as parents' evenings and target setting days.

Primary School Experience

During School Experience 1, trainees will need to arrange to spend the equivalent of half a day a week in a primary school, totalling no more than five days. This will provide opportunities for them to develop their understanding of the expectations, typical curricula and teaching arrangements in the key stage prior to those they are training to teach. Trainees can visit singly or as a pair.

School Experience

Overview

School Experience 2 (Spring and Summer Term) - Single Placement

The dates of the placement are as follows:

23rd January – 16 February 2018 (four days per week until the last week)

26th February – 25th May 2018 (five days per week)

- At the beginning of School Experience 2, trainees will be provided with the opportunity to prepare themselves for the demands of their final, assessed school experience.
- Early on in the placement, trainees will observe a range of teaching, both in their specialist subject and other subjects, to become familiar with departmental policies and procedures and the department's schemes of work and assessment system.
- Trainees will negotiate and finalise their timetable, collect pupil information for the classes that they will be teaching and begin to take on the role of form tutor. This will continue for the remainder of their placement.
- After half term (in most cases), trainees will teach their specialist subject for 15 hours of the school week covering Key stages 3, 4 and 5.
- Trainees will also undertake the range of additional duties and responsibilities expected of a newly qualified teacher including form tutoring, break duties, opportunities to report to and meet parents, attending meetings, contributing to the corporate life and ethos of the school.
- During the School 2 Block-Placement, trainee teachers are expected to plan for differentiation and progression in their lesson plans and units of work, as well as record evidence of achievement and progression in their marking and assessment. In addition, they need to gain experience of assessing examination coursework.

Please note:

The information contained in the 'School Experiences' section is a brief outline and individual circumstances may differ depending on school arrangements and trainees' specific subject needs. School mentors and University tutors will work together to tailor the placement to the individual trainee(s) who are on placement at the school.

If you are unsure of anything and would like further guidance, please speak with the trainees' tutor, whose contact information can be found in the 'Introduction to PGCE Secondary Tutors and the Partnership Team' section.



School Experience

Timeline

Autumn term – Placement Timeline	Date
Before the start of School Experience 1, schools that will be supporting trainee teachers will be sent a confirmation letter confirming the allocation of trainees to the available placements within their school	First week of September 2017
Unfortunately, Birmingham City University is unable to allocate a trainee to all placement offers received. The ability of trainees to attend a school for their placement depends on whether their term-time address is within a reasonable travelling distance from school. Where applicable, schools will be notified that they will not be receiving a trainee before the School Experience 1 Serial Placement commences.	Early September 2017
The School 1 briefing meeting will take place at City North Campus, 4:30-6:30pm. Professional mentors and relevant subject mentors supporting trainees for School Experience 1 will be invited to attend this meeting. An invitation to this meeting will be sent out to schools at the same time as the letter of confirmation.	20 th September 2017
Start of School Experience 1 (trainees are in school for four days a week)	26 th September 2017
School's half term	30 th October 2017
The Secondary Strategic Leadership Committee meeting for the Autumn Term takes place at Birmingham City University	TBC
Deadline for School Experience 1 End of Placement Report	20 December 2017
End of School Experience 1 Block Placement	20 December 2017
End of Autumn Term for PGCE Secondary trainees	22 December 2017

Spring Term - Placement Timeline	Date
Before the start of the School Experience 2 Placement, schools that will be supporting trainee teachers will be sent a letter/email confirming the allocation of trainees to available placements.	December, before the end of the Autumn Term 2017
This letter of confirmation will be followed up with key information for each trainee that will be joining the school. This will include the trainees' End of Placement report for School 1. Trainees will send their 'pen portrait' and 'Subject Knowledge Action Plan' to their School 2 mentors.	Early January 2018
Unfortunately, Birmingham City University is unable to allocate a trainee to all placement offers received. The ability of trainees to attend a school for their placement depends on whether their term-time address is within a reasonable travelling distance from school. Where applicable, schools will be notified that they will not be receiving a trainee before the School Experience 1 Serial Placement commences.	Early January 2018
The School 2 Briefing Meeting will take place at City North Campus, 4:30-6:30pm. Professional mentors and relevant subject mentors from schools supporting trainees for School Experience 2 will be invited to attend this meeting. An invitation to this meeting will be sent out to schools at the same time as the letter of confirmation.	17 January 2018
Start of School Experience 2 (four days a week until February half-term; five days a week from w/b 26 th February until the end of placement)	23 January 2018
School's half-term	19 th February – 23 rd February 2018
Continuation of School Experience 2 (five days per week)	26 th February 2018
Secondary Strategic Leadership Committee (Spring Term) takes place at BCU	TBC
Deadline for School Experience 2 Midpoint Review to be submitted to BCU	9 th March 2018
BCU PGCE Secondary Course and school's Easter Holiday	2nd April to 13th April 2018

School Experience

Timeline

Summer Term – Placement Timeline	Date
Trainees resume their School Experience 2 Placement (5 days per week)	17 th April 2018
Deadline for School Experience 2 End of Placement Report to be submitted to BCU	25 th May 2018
End of School Experience 2 Block Placement	25 th May 2018
Start of School Experience 2 Professional Enquiry Placement (minimum of 10 days)	4 th June 2018
Secondary Strategic Leadership Committee Meeting	TBC
End of Summer Term for Birmingham City University PGCE Secondary trainees	29 th June 2018

Important information for mentors

- Please be aware that where there is an exact date above, it may be necessary in rare circumstances to make a change to this date. However, we will ensure that school mentors are notified well in advance of any changes to these dates should they occur.
- Where an approximate date is given above, this is because we are not yet able to confirm an exact date. Please be assured that when you are due to receive confirmation of placements or specific trainee documentation, Birmingham City University will endeavour to provide this to you at the earliest available opportunity so that school mentors have an adequate amount of time to plan for the School Experience.
- We ask that if, for any reason, you are unable to adhere to any documentation deadlines, please inform Craig Davis, Partnership Administrator, at the earliest opportunity.



Important Dates

for your Diary

School Experience documentation submission

Please find below details of when certain pieces of documentation relating to School Experience Placements should be returned to University and the best way to submit these documents.

School Experience 1		
Document	Submission Date	Submission Process
School 1 Midpoint Review	10 th November 2017	Electronically by email to education.partnerships@bcu.ac.uk or the relevant subject tutor.
School 1 End of Placement Report	20 th December 2017	As above
Professional/Subject mentors' Evaluation of School 1	20 th December 2017	You will be sent a link to the survey which can be completed online.
School Experience 2		
Document	Submission Date	Submission Process
School 2 Midpoint Review	9 th March 2018	Electronically by email to education.partnerships@bcu.ac.uk or the relevant subject tutor.
School 2 End of Placement Report	25 th May 2018	As above
Professional/Subject mentors' Evaluation of School 2	25 th May 2018	You will be sent a link to the survey which can be completed online.



“We are very happy with Birmingham City University and its tutors. We have very positive working relationships with them that have been built up over a number of years.”

Art and Design Mentor
CTC Kingshurst Academy

School Experiences

Payments to Schools

School Experience 1 Placement (normally a paired placement per subject route)	September – December 2017
Payment to schools per trainee teacher (core PGCE only).	£350.00
Payment to schools per trainee teacher (Instrumental Music).	£250.00

School Experience 2 Placement (individual trainees per subject route)	January – May 2018
Payment to schools per trainee teacher (core PGCE only).	£650.00
Payment to schools per trainee teacher (Instrumental Music).	£500.00

Professional Enquiry Placement	June 2018
Payment to schools per trainee teacher (core PGCE only).	£150.00



Payment process

Payment to schools will be made after the scheduled end date for the placement. Payment will be made electronically into your school's bank account when the relevant documentation is submitted.

Relevant documentation will include the following documents: (all documents to be submitted by email)

- Completed and signed End of Placement Report for each trainee from Birmingham City University attending the school for a placement.
- Completed Professional Mentors' Evaluation of School Placement (one evaluation per school).
- Completed Subject Mentors' Evaluation of School Placement (for all subjects who supported a Birmingham City University trainee – one evaluation per subject).*

*if a student withdraws from a placement/the course, or the placement is terminated for any reason, please contact Craig Davis, Partnership Administrator for information on payment.

Frequently Asked Questions

- Q: Our school is not yet able to confirm some/all of the available teaching placements for the next academic year. What should we do?
- A: We understand that some schools may not yet be able to confirm some or all of the available placements within school for the next academic year. In this event, we would be grateful if you could complete as much of the School and Mentor Details Form as possible and indicate on the 'Placement Offers Form' any available placements and return these forms to us. Please attach a note to say that you are not yet able to confirm all of the available placements, and if possible, provide an appropriate time later in the term/earlier next term for us to contact you regarding this. Alternatively, please contact Craig Davis as soon as you are able to confirm any further available placements.
- Q: We are unable to confirm the names of the mentors who will be mentoring trainees for the next academic year. What should we do?
- A: Please complete as much of the School and Mentor Details Form as possible. Indicate in the relevant places on the form if you are unable to confirm who will be mentoring trainees within that subject for the next academic year. Please contact Craig Davis, Partnership Administrator as soon as you are able to confirm the name and contact details of the relevant professional and/or subject mentor(s).
- Q: Am I able to offer a placement to one trainee instead of a pair for School Experience 1?
- A: This is possible, but a paired placement is more beneficial to the trainees and frequently to the department as well. A paired placement offers the opportunity for more flexibility in terms of team teaching and a richer contribution to the life of the department.
- Q: Have all trainee teachers received an enhanced Disclosure and Barring Service (DBS) check prior to starting their placement?
- A: All of our trainee teachers have an enhanced DBS check carried out and cannot fully enrol on the course until they have received this check and are deemed fit for practice.
- Q: Where can I find further information on the Partnership and the PGCE Secondary course?
- A: Please visit our Secondary Partnership website at www.bcu.ac.uk/education/partnerships-and-collaborations/secondary-partnerships/overview.
- Here you will find links to our Partnership Handbook, the relevant Placement Assessment and Observation documentation and many other pieces of useful information.
- If you cannot locate the information you require on our website, please contact Craig Davis, Partnership Administrator on 0121 331 6591 or via email at craig.davis@bcu.ac.uk.

Year Plan							Notes
	2017-17 Week Beginning Monday	Monday	Tuesday	Wednesday	Thursday	Friday	These notes provide a brief overview of placements in the PGCE Secondary (Core) Course to assist mentors when making offers to take trainee teachers during 2017-18.
05	28 August	HBSE (in advance)				Induct	<p>School 1. 2 trainees per subject offered – Art and Design, Computer Science, D&T, Drama, English, Maths, Music, MFL, Religious Education, Biology, Chemistry & Physics.</p> <p>Serial School Experience: trainees follow a programme of structured observations and other directed tasks, negotiate a teaching timetable for the block placement, draft and revise units of work and undertake other preparatory tasks. Trainees also experience a limited amount of teaching in a supported and structured framework. Trainees complete specific tasks in their School Experience Progress Journal (SEPJ) collecting initial evidence towards their achievement of Teachers' Standards, monitored by mentors.</p> <p>Block School Experience: pairs of trainees continue in the same school, teaching 14 hours of a subject timetable between them (7 hours per trainee). This can include team teaching with mentors, paired teaching between the trainees and solo teaching. Trainees will also complete further directed tasks in their SEPJ and continue to gather evidence towards their achievement of Teachers' Standards. Mentors are required to complete an assessment of trainees' progress.</p> <p>School 2. 1 trainee per subject offered – Art and Design, Computer Science, D&T, Drama, English, Maths, MFL, Music, Religious Education, Biology, Chemistry & Physics.</p> <p>Serial School Experience: trainees follow a programme of structured observations and other directed tasks, negotiate a teaching timetable for the block placement, draft and revise units of work and undertake other preparatory tasks.</p> <p>Block School Experience: trainees teach 15 hours of their first subject and undertake the range of duties and responsibilities expected of NQTs, including form tutoring, break duties, reporting to and meeting parents, attending meetings and contributing to the corporate life and ethos of the school. All trainees gather further evidence in their SEPJ, monitored by mentors.</p> <p>At the mid-point of the placement, mentors are required to complete an assessment of the trainee's progress. Towards the end of the placement, mentors will be required to determine whether the range and quality of the evidence presented demonstrates that Teachers' Standards have been met.</p>
06	04 September	University-based week – Professional Studies					
07	11 September	University-based week – Professional Studies					
08	18 September	University-based week – Professional Studies					
09	25 September		Sch 1	Sch 1	Sch 1	Sch 1	
10	02 October		Sch 1	Sch 1	Sch 1	Sch 1	
11	09 October		Sch 1	Sch 1	Sch 1	Sch 1	
12	16 October		Sch 1	Sch 1	Sch 1	Sch 1	
13	23 October	School 1 Planning & Preparation/School Half Term					
14	30 October		Sch 1	Sch 1	Sch 1	Sch 1	
15	06 November		Sch 1	Sch 1	Sch 1	Sch 1	
16	13 November		Sch 1	Sch 1	Sch 1	Sch 1	
17	20 November		Sch 1	Sch 1	Sch 1	Sch 1	
18	27 November		Sch 1	Sch 1	Sch 1	Sch 1	
19	04 December		Sch 1	Sch 1	Sch 1	Sch 1	
20	11 December		Sch 1	Sch 1	Sch 1	Sch 1	
21	18 December		Sch 1	Sch 1			
22	25 December	Christmas Holiday					
23	01 January						
24	08 January	University-based week – Professional Studies					
25	15 January	University-based week – Professional Studies					
26	22 January		Sch 2	Sch 2	Sch 2	Sch 2	
27	29 January		Sch 2	Sch 2	Sch 2	Sch 2	
28	05 February		Sch 2	Sch 2	Sch 2	Sch 2	
29	12 February		Sch 2	Sch 2	Sch 2	Sch 2	
30	19 February	School 2 Planning & Preparation/School Half Term					
31	26 February	Sch 2	Sch 2	Sch 2	Sch 2	Sch 2	
32	05 March	Sch 2	Sch 2	Sch 2	Sch 2	Sch 2	
33	12 March	PRM	Sch 2	Sch 2	Sch 2	Sch 2	
34	19 March	Sch 2	Sch 2	Sch 2	Sch 2	Sch 2	
35	26 March	Sch 2	Sch 2	Sch 2	Sch 2	Easter	
36	02 April	Easter Holiday					
37	09 April						
38	16 April	P ENQ	Sch 2	Sch 2	Sch 2	Sch 2	
39	23 April	Sch 2	Sch 2	Sch 2	Sch 2	Sch 2	
40	30 April	Sch 2	Sch 2	Sch 2	Sch 2	Sch 2	
41	07 May	BH	Sch 2	Sch 2	Sch 2	Sch 2	
42	14 May	Sch 2	Sch 2	Sch 2	Sch 2	Sch 2	
43	21 May	Sch 2	Sch 2	Sch 2	Sch 2	Sch 2	
44	28 May	Research Planning & Preparation/School Half Term					
45	04 June	Research Phase					
46	11 June						
47	18 June						
48	25 June	University-based Final Week					

For more information regarding our Secondary Partnership:

Visit our website: www.bcu.ac.uk

Visit our Partnerships handbook:

<http://www.bcu.ac.uk/education-and-social-work/partnerships-and-collaborations>

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