



National College for  
Teaching & Leadership

# **School Direct**

**Quick Start Guide for Schools**

**2014 to 2015**

**Version 4: Updated July 2013**

# School Direct – Quick Start Guide for Schools

School Direct is the new way of training teachers which puts schools at the heart of the process. School Direct allows schools to request training places directly; select the accredited provider of teacher training they want to work with; agree the content and focus of the training programme depending on their needs; and negotiate with the provider on how the money for training should be divided.

Most importantly they can choose and recruit the candidate they want – with an expectation that the trainee will be employed by the school or wider partnership of schools.

There are two types of training places schools can request:

- 1) **School Direct Training Programme (tuition fee)** places where schools take on trainees whose training is funded through the standard student support package of tuition fee loans, with training bursaries and scholarships available where eligible.
- 2) **School Direct Training Programme (salaried)** places where the trainee is employed as an unqualified teacher. The National College for Teaching & Leadership provides funding to lead schools to cover training costs to achieve qualified teacher status (QTS) and subsidise the trainee's salary. Trainees taken on through this route must have three or more years' work experience.

We are encouraging schools to work in partnerships led by outstanding schools, Teaching Schools or through academy chains. Sixth Form Colleges may lead partnerships of schools in 2014 to 2015, further details can be found at [www.education.gov.uk/schooldirect](http://www.education.gov.uk/schooldirect).

Many schools have recognised the benefits of larger cohorts for School Direct across wider partnerships. They provide greater opportunities to share expertise and the employment expectation; implement efficient management and administration of the programme; and bring economies of scale in negotiations with accredited teacher training providers. School Direct partnerships have also led to significant school-to-school support, CPD and leadership development opportunities, making a real contribution to school improvement.

The model for delivering School Direct is a 'seven step cycle'.

To access further information and documents referenced here please visit [www.education.gov.uk/schooldirect](http://www.education.gov.uk/schooldirect).



## 1. Registration for 2014 to 2015: from 25 February to 16 September 2013

### Schools are required to

- submit a short registration form that will notify the National College for Teaching & Leadership of your intention to request places for 2014 to 2015 and enable us to send you log in details for the system to request School Direct places when it opens. Please note: all schools, including schools that had places for academic year 2013 to 2014, will be required to register.
- detail which type of School Direct places, phase and number of places your school / school partnership is interested in registering.
- name the type of alliance, if a Teaching School, and identify any other Teaching Schools in the wider partnership. Please note: you will need to register again if you first registered to 'Join a Partnership' but now want to 'Lead a partnership', in order to receive log in details to access the system to request School Direct places.

### Schools should also consider

- if an academy, whether to register places through the central office of the academy chain, rather than at an individual school level.

- factoring any previous School Direct recruitment into your estimate and future employment needs to determine the number and type of places you wish to request.
- registration is not a commitment to request places and at this stage numbers of places are indicative only.
- what training you want to provide for your future teachers, including whether you offer a PGCE or Masters-level credits in addition to QTS, and how much you want your school(s) to deliver and which accredited provider(s) can best deliver the training you require from a provider.

## National College for Teaching & Leadership support for schools

- a '[Key Questions to shape your School Direct Programme](#)' to help shape the vision for a School Direct partnership.
- [school case studies](#) on how other schools have developed their School Direct programme and overcome any challenges faced.
- a [School Direct online community](#) for registered members to share plans and experiences of School Direct, including 'hot seats' with School Direct leads currently engaged in the programme.

## 2. Requesting and Receiving Places: from 9 July to 23 September 2013

### Lead<sup>1</sup> Schools are required to

- submit your request for places on the Schools Data Management System using the log in details provided after your registration.
- provide details on the type and number of School Direct places you are requesting on behalf of the school partnership and the details of your partner schools.
- state which accredited teacher training provider(s) you will work with so they can ratify your request for places before submission.
- request the places you and your school partners anticipate filling, as places may be limited. Where you have experience of recruiting to School Direct places, you should factor this into your request.

### Schools should also consider

- in consultation with your provider, your overall approach to recruitment, including how you will meet the requirement to conduct an open and fair process, any local marketing and who will handle the process for applications so you are in a position to begin recruitment once allocations are made.

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<sup>1</sup> The lead school is the school to which the National College for Teaching & Leadership will allocate places and has overall responsibility for ensuring that the criteria for School Direct places are met.

- how funding will be divided between the lead school, other partner schools, and your provider(s) and set this out in a partnership agreement (See Section 5, Training, for more information on what this should include).
- attending a UCAS awareness raising event for the Teacher Training application system and/or undertaking an online training module. Dates and further details on how to use the system are available at [www.education.gov.uk/schooldirect](http://www.education.gov.uk/schooldirect).
- registering for the [School Experience Programme](#) to help attract and talent scout potential trainees, especially if you are based in London.
- that the NCTL will prioritise requests according to subject and phase to reflect national priorities. These will be tied to AY 2014 to 2015 bursary and funding priorities. Although not available at this time, we will publish this information as soon as possible and before the close of the request system.

## National College for Teaching & Leadership support for schools

- [online guidance](#) on how to complete the School Direct request form and the criteria for allocating places.
- a [School Direct online community](#) for registered members to share plans and experiences of School Direct, including regular 'hot seats' with School Direct leads currently engaged in the programme.

## 3. Recruiting Trainees: following allocation of places to schools at end October 2013

### Schools are required to

- use the UCAS Teacher Training application system to advertise vacancies and manage your applications.
- conduct a high quality, open and transparent recruitment process.
- ensure, with your provider, that candidates meet the ITT eligibility and entry criteria as set out in the [ITT criteria](#) and [funding manuals](#).
- ensure candidates meet any minimum entry criteria you have agreed with your provider(s). Ensure candidates are aware of the fees they will be charged and whether a PGCE is included or the training is to Qualified Teacher Status only.
- for the School Direct (salaried) programme, ensure that candidates have three years or more work experience.
- decide salary levels for any School Direct (salaried) trainees – at least point one of the unqualified scale if you are a maintained school. Academies and Free Schools are able to set their own salary levels, but must advertise the salary they intend to pay trainees on UCAS Teacher Training application system.

## Schools should also consider

- roles within the recruitment process for the provider, the lead school and the partner schools and the timetabling of interviews etc.
- recruiting Service leavers via the [Troops to Teachers programme](#): schools recruiting eligible graduate Service leavers on School Direct (salaried) will receive an additional £2000 for recruiting and training a Service leaver.
- whether a candidate could benefit from a Subject Knowledge Enhancement course to boost their level of subject knowledge before the ITT course begins, or while it is taking place. You can discuss this with your partner provider(s) who will be able to advise on available options.
- what career opportunities and post ITT training your partnership can offer to attract the best candidates and help your succession planning.

## National College for Teaching & Leadership support for schools

- a School Direct Operations Manual which sets out the guide to operational delivery of School Direct. The manual for 2014 to 2015 will be available once allocations are made and will detail how funding will be paid.
- marketing to promote entry to teaching, including through School Direct, to attract graduates with degree classes at 2:1 or above. Schools will be encouraged to select participants on this basis.
- access to a [Marketing Resource Bank](#) for schools for advice and support on how to promote School Direct places.
- opportunities to promote your school at Train to Teach and Premier Plus events aimed at high quality graduates that wish to enter the teaching profession.
- continued access to a member of the National College for Teaching & Leadership regional team.

## 4. Receiving Funding

### Schools are required to

- understand the ITT scholarships available and identify any potentially eligible trainees. You can discuss these with your provider.
- identify any partnership school in which any trainees are undertaking over 50% of their training and has a free school meals (FSM) rate of more than 35%— as this may make those trainees eligible for an increase in their bursary for the School Direct Training Programme (tuition fee) route or a grant top up for the school for the salaried route. Please do NOT confirm any bursary awards or eligibility without agreement from your ITT provider.
- tell your provider if any trainee drops out, or needs to change their course.

- maintain robust records and provide data to the National College for Teaching & Leadership.

## Schools should also consider

- how you will use the funding available in your marketing strategy e.g. the availability of bursaries or bursary FSM increase for the School Direct Training Programme (tuition fee) or the starting salary or training package on offer through School Direct (salaried).

# 5. Training

## Schools are required to

- agree with the provider and set out in the partnership agreement:
  - which elements of the training are going to be delivered by the school and which by the provider; and any fixed locations or days e.g. trainees are always in school on a Monday.
  - make arrangements for assessment, quality assurance, subject knowledge training, and mentoring/mentor training.
- work with your provider to ensure the training programme meets the [ITT criteria](#).
- ensure appropriate employment arrangements are in place for trainees employed in the school on the School Direct (salaried) programme.

## Schools should also consider

- using the '[Key Questions to shape your School Direct Programme](#)' document.
- learning from other schools' experiences and seeking advice from a member of the National College for Teaching & Leadership regional team.

# 6. Employment

## Schools are required to

- recruit trainees with an expectation that they will be employed in your school partnership once they are qualified.
- be clear with trainees as to how your partnership plans to meet the employment expectation.
- report, through the provider, on the employment status of the trainee once they have qualified.

## **Schools should also consider**

- agreeing a partnership-wide process for moving trainees into employment once they have completed their training that meets your fair recruitment policy.
- that the National College for Teaching & Leadership may consider how successful the school's previous School Direct trainees have been in securing employment and prioritise allocations to schools that have high employment rates.

## **7. Audit and Evaluation**

### **Schools are required to**

- have in place sound governance, financial management, control, and oversight procedures.
- comply with any audits of School Direct funding.





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Any enquiries regarding this publication should be sent to us at [school.direct@education.gsi.gov.uk](mailto:school.direct@education.gsi.gov.uk).

This document is also available from our website at [www.education.gov.uk/schooldirect](http://www.education.gov.uk/schooldirect).

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