

Cause for Concern Procedure

The purpose of initiating a Cause for Concern is to make certain that a Trainee is aware of the concerns at the earliest possible stage in order that an appropriate support action plan can be agreed. You may find yourself put on it to support you in developing in one or two of the eight Teachers' Standards or because of your failure to meet one of the statements from Part Two. We recognise that teaching skills have to be learnt over time; the move to the teaching profession is a challenge. Trainees who make a slower start can become very effective teachers given time to develop their skills, professionalism and confidence. It is therefore far better to be reported as a Cause for Concern, which is then resolved, than to wait for improvement. In such cases it may be too late to make an effective intervention.

Please note:

- At each phase, Cause for Concern forms **must** be completed in full and a copy given to the Trainee.
- All Cause for Concern reports and reviews must be emailed as soon as they are completed to the relevant SCITT Lead detailed at the start of this Handbook.
- A lack of signatures on forms should not delay the notification, discussion or target setting process but **signed copies must be kept by the school and the Trainee.**
- **Please note that timescales may be significantly shorter depending on the circumstances and context.**
- In the interests of enabling Trainees to benefit from support processes clear deadlines need to be adhered to.
- **There are three stages to the Cause for Concern Process, as well as the 'At Risk' stage; persistent failure to show progress against your measurable actions may result in your end of term or course grade being affected.**

Professional practice leading to Cause for Concern procedure to be initiated	Details
Lack of Progress against Teachers' Standards	<ul style="list-style-type: none"> • Teach SouthEast Trainees must meet the required Teachers' Standards for the particular phase of the course. The Teachers' Standards will be reviewed regularly and progress towards these should be the focus of Mentor meetings. • By the end of the course we expect all Trainees to be Good or Outstanding against all of the Teachers' Standards and therefore, in order to support Trainees, a Cause for Concern should be initiated if the following occurs: <ul style="list-style-type: none"> ○ After the first term, Trainees have more than 5 Teachers' Standards graded RI. ○ After the second term, Trainees have more than 2 Teachers' Standards graded RI.
Lack of Professionalism (Failure to meet Part Two)	<ul style="list-style-type: none"> • We have high expectations of our Trainees and as such Teach SouthEast, and our partnership of schools, will treat Trainees as members of teaching staff whilst they are on placement and during their time spent at their training centre(s). A Trainee's professionalism, or lack thereof, in any of the following contexts will be noted:

	<ul style="list-style-type: none"> ○ Punctuality (arriving on time to school, lessons, meetings, GPS sessions and subject training sessions) ○ Attendance (at school and at training centre) ○ Dress (formal, business wear) ○ Being receptive to feedback about lessons and professional conduct ○ Ability to work collaboratively and form positive relationships
Professional Misconduct	<ul style="list-style-type: none"> ● The Trainee is considered (by a member of placement school or Teach SouthEast) to have behaved in such a way, which is deemed professionally unacceptable.
Documentation	<ul style="list-style-type: none"> ● Failure to hand in necessary and expected documentation (e.g. lesson plans, evaluations and observations) for two consecutive hand-ins. ● Any documentation that is RAG marked by Teach SouthEast and receives a 'red' grading (except for Subject Audits) for two consecutive hand-ins. ● Failure to hand in all necessary assessment documentation on time (Evidence Folder, Assessment Record, etc.) ● Failure to prepare adequately for a subject tutorial (at discretion of Subject Tutor). ● Failure to complete required reading and tasks for subject and General Professional Studies training sessions (at discretion of Subject or Professional Studies Tutor).

Stage	Descriptor	Who is involved in the Cause for Concern
At Risk of Cause for Concern	<p>Concern(s) over Trainee's performance has been identified by mentor/ school or Teach SouthEast. Initial verbal conversation with Trainee takes place to discuss the concern(s) and a time period of a week is given to address concern(s) raised.</p> <p>This verbal conversation is recorded using the 'At Risk' form, which is then emailed to Teach SouthEast.</p>	<p>Trainee and member of staff identifying the concern(s) (Mentor/ school/ Teach SouthEast).</p> <p>Please email the completed 'At Risk' form to Teach SouthEast: r.davis@sjb.surrey.sch.uk</p>
Stage One	Initial Concern	<p>Trainee and member of staff identifying the concern(s) (Mentor/ school/ Teach SouthEast) and third party (SCITT Lead, Teach SouthEast representative/ senior leader of school).</p> <p>Please email the completed 'Stage One report' form to Teach SouthEast: r.davis@sjb.surrey.sch.uk</p>
	Review	
Stage Two	Secondary Concern	<p>Trainee and member of staff identifying the concern(s) (Mentor/ school/ Teach SouthEast) and third party (SCITT Lead, Teach SouthEast representative/ senior leader of school).</p> <p>Please email Teach SouthEast, attaching the completed 'Stage Two Cause for Concern' forms to r.davis@sjb.surrey.sch.uk</p>
	Review	
Stage Three	<p>If concerns remain and targets are not satisfactorily achieved, at this point a Teach SouthEast lead and external moderator will need to visit the Trainee and observe one or two separate lessons, discuss the Trainee's progress with the school-based colleagues and interview the Trainee. Following the process the moderator will make a recommendation as to whether the placement should be terminated.</p>	

Please see **the trainee handbook** for all Cause for Concern documents.