

Process Checklist: Assessment Only Route to QTS with LSJS

	Step 1 – Compliance
☐	· Submit completed application form
☐	· Pay £300 deposit
☐	· Academic Registrar checks qualifications, international degrees/high school certificates with Enic for UK comparability, DBS, ID, references and experience
	Step 2 – Preparation Stage
☐	· LSJS fundamental numeracy and literacy tests (arranged via Academic Registrar)
☐	· Undertake any placements or extra experience as deemed necessary by LSJS (if applicable)
	Step 3 – Readyng Stage
☐	· Signed Partnership Agreement and completed Mentor Quality Assurance document returned by school to Academic Registrar
☐	· Send Academic Registrar three class teaching observations of you by school / mentor graded NABTT Good or better
☐	· Start building evidence file against the Teachers Standards (advised by LSJS)
☐	· Pay £700 prior to Visit 1
☐	· Visit 1 (AO1) – Joint observation by AO Programme Manager and school mentor (needs to be graded NASTT Good or better) and 50% file check
☐	· Pay remaining £1,500 prior to Visit 2
☐	· Visit 2 (AO2) – Joint observation by LSJS Observer and school mentor (needs to be graded NASTT Good or better)
	AO Assessment Period – In between Visits 2 & 3
☐	· Academic Registrar adds candidate to DfE sheet for the start of the official AO assessment period (i.e. maximum 12 weeks to complete process from now, usually less)
☐	· Headteacher observation on LSJS form (needs to be graded NASTT Good or better)
	AO Assessment Period – Visit 3
☐	· Visit 3 (AO3) - Joint observation by AO Programme Manager and school mentor (needs to be graded NASTT Good or better)
☐	· 100% file check
	AO Assessment Period – Final Paperwork
☐	· Headteacher letter (guidance provided by LSJS) on headed paper sent to Academic Registrar
☐	· Mentor report (grid provided by LSJS) completed by mentor and sent to Academic Registrar
	Qualified Teacher Status (QTS)
☐	· Recommendation for QTS. Congratulations!
☐	· Candidate to check DfE portal over coming days / weeks to check when QTS has been awarded by the DfE and to download their certificate
☐	· LSJS Graduation Ceremony (usually July)