בס"ד

London School of Jewish Studies
Since 1855

Assessment Only Route to QTS Handbook

GS | 10/2026

President
Chief Rabbi Sir Ephraim Mirvis

Deputy President
S&P Sephardi Senior Rabbi Amir Ellituv

Chair of Trustees
Bill Benjamin

Interim Chief Executive
Paul Gould

Dean & Rabbi Sacks Chair of Modern Jewish Thought
Rabbi Dr Raphael Zarum

The Rabbi Levy Chair of Modern Jewish Wisdom
Rabbi Joseph Dweck

Registered charity no: 1131850

Welcome

Welcome to the Assessment Only route to Qualified Teacher Status (QTS) at the London School of Jewish Studies (LSJS). We are very much looking forward to supporting you on your journey towards becoming a qualified teacher.

Aims

Those who qualify via this route will be high-quality teachers and will transmit a love of learning and achieve excellence in their teaching. They will continually appraise, modify and develop their practice for the educational and social benefit of the children they teach, thereby contributing to society though the pursuit of education and learning at the highest level of excellence.

Step 1 – Eligibility and application

A potential candidate makes an enquiry and is sent the application form and this handbook which explains the eligibility requirements and process.

Qualifications

Candidates must have a UK first degree or standard equivalent. Please note:

- If a candidate has mislaid their original certificate, they should get a replacement from their university before applying to us as we do have to see the original or an official replacement.
- If a candidate has just recently completed their degree and is waiting for their certificate, they will need in the meantime to supply an official transcript from the university which confirms their award and to meet a deadline set by LSJS for producing the certificate.
- Candidates who have an overseas degree need to check that their qualification is equivalent to a UK first degree. If a candidate already has an Enic 'statement of comparability,' they should please show us this. If they don't, we can show their certificate to Enic on their behalf and will advise accordingly once we hear back.
- In exceptional circumstances where someone has studied several years of advanced Jewish study (e.g. rabbinic semicha), we may be able to offer a process by which this can be recognised as equivalent to a degree for the purpose of becoming a qualified teacher. This includes providing evidence of the study undertaken, having an interview and undertaking two degree-level Jewish-themed essays set by the Dean of LSJS.

- Please contact the AO Programme Manager Galia Segal at galia.segal@lsjs.ac.uk for further details of this process.
- Other prospective candidates without a degree will need to complete one. Please contact Yolande Pieters at yolande.pieters@lsjs.ac.uk for details of the LSJS part-time BA in Jewish Education if this is of interest.

Primary and Secondary School candidates must have a GCSE in both English and Maths (or standard equivalent) graded 4/C or above.

Primary candidates must also have a GCSE in Science (or standard equivalent) graded 4/C or above. Please note:

- We can usually permit any kind of main "science" subject, whether it's called combined, single, double, triple, Biology, Chemistry or Physics; the main thing is that it's been taken and passed at the required level.
- If a candidate took these GCSEs in the UK and has mislaid their original certificates, they should get a replacement certificate - or an official "certified statement of results" - from their exam board. See https://www.gov.uk/replacement-exam-certificate for guidance.
- Candidates who have overseas high school qualifications need to check that they are equivalent to a GCSE grade 4/C or higher in English and Maths, and if they are a Primary School applicant, also in science. If a candidate already has an Enic 'statement of comparability,' they should please show us this; if they don't, we can show their high school certificate(s) to Enic on their behalf and will advise accordingly once we hear back.

Candidates without high enough grades in the GCSEs (or equivalent) that they require (e.g. grade D rather than grade C) or without the GCSE that they require (e.g. those who have an English qualification from abroad which is considered by Enic to be the equivalent of an 'English as a second language' but not an equivalent the first language 'English language' GCSE offered in the UK) should undertake a GCSE equivalency test in that subject. Most of our candidates use A Star Equivalency https://astarequivalency.co.uk/ for this.

For those undertaking a Science GCSE equivalency test with them, note that we do not mind whether you take their Combined Science or Biology. If you are thinking of taking these with another provider, please let us know beforehand so that we can confirm if an equivalency test can be accepted from that provider.

Teaching experience and schools

Candidates need to have taught:

a) In two Key Stages (KS1 and KS2** for Primary candidates and either KS3 and KS4, or KS4 and KS5 for Secondary candidates), and

b) With responsibility for the planning, teaching and assessment of whole classes (usually of 15 pupils or more), and

c) For two years or more and in two or more schools OR for five years in at least one school.

** = Unless the candidate is based in a nursery, in which case it can be pre-agreed with LSJS that they are seen teaching both nursery children age 3+ and KS1 (via a placement at a host primary school): please speak to the AO Programme Manager in advance to discuss this.

If a candidate has been part time, they will need to have taught for the full time equivalent (FTE) of the times given above e.g. 50% for four years in order to have taught for two years full time. If candidates have not yet taught for long enough, we can allow them to sign up but they will not be able to undertake the main AO process until they have taught for long enough.

Candidates may include towards their time in teaching any periods in which they have taught abroad if they can provide a headed letter from their school with their application which confirms the dates that they taught there.

Candidates who have taught for 2-4 years all in the same school, can only begin the main parts of the AO process once they have experience of teaching in a second school, which can be fulfilled by teaching their subject (secondary candidates)/ a range of subjects (primary candidates) in a placement at another school which is at least four weeks/ 20 days (FTE) in length.

Candidates who have *only* taught in SEND and/or Alternative Provision (AP) schools during their teaching career - irrespective of the length of time for which they have taught and how many schools they have already taught in – can only begin the main parts of the AO process once they have experience of teaching in a mainstream school, which can be fulfilled by teaching their subject (secondary candidates)/ a range of subjects (primary candidates) in a placement at a mainstream school which is at least two weeks / 10 days (FTE) in length.

To summarise, this means:

How many years (FTE) have you taught for?	How many schools have you taught in?	Which type of school(s) have you taught in?	Teaching placement needed? If yes, type of school and length of time (FTE) required
5 or more	1 or more	At least some of which (some or all) in a mainstream school	No
		All in SEND/ AP (no mainstream experience)	Yes. 2 weeks minimum Mainstream school
2-4	2 or more	At least one of which a mainstream school	No
		All in SEND/ AP schools (no mainstream experience)	Yes. 2 weeks minimum Mainstream school
2-4	1	Mainstream school	Yes. 4 weeks Any type of school (mainstream/ SEND/ AP)
		SEND/ AP school	Yes. 4 weeks, at least 2 of which in a mainstream school. Either 4 weeks in a mainstream school OR 2 weeks in a mainstream school *and* 2 weeks in another SEND/ AP school.

Any placements required can be undertaken in a single block or split up into smaller blocks if needed. Candidates need to get a letter on headed paper at the end of the placement confirming that they taught there and the dates/ length of time of the placement and send this to the LSJS Academic Registrar.

LSJS *can* assess candidates in:

- schools in England*** and Gibraltar****.

- primary schools, secondary schools and further education settings.

-state schools or independent schools.

-alternative provision settings, pupil referral units and mainstream schools with inclusion bases.

LSJS *may* be able to assess candidates in:

-early years settings. We can assess those who teach age 3+ in an early years setting who have access to a host primary school so that we can also see them teach older children. (Alternatively, potential candidates may prefer to consider undertaking a specific Early Years AO, which some other providers offer.)

- a school which requires significant improvement, especially if the improvements to be made do not affect the subject or age range in which the applicant is being assessed. We need to be confident that the candidate will be well supported and will not be disadvantaged by being assessed in that school.

***We can cover most of London and parts of Essex. We occasionally observe candidates further afield by arrangement, for which candidates (or their schools) may encounter additional travel and/or accommodation costs. Please do feel free to check with the AO Programme Manager whether we can cover your location.

****Candidates in Gibraltar (or their schools) are likely to incur additional travel and accommodation costs. We do not cover any other countries.

If a candidate does not have a fixed post in one of these places (e.g. because they are currently working as a supply teacher), they can still be assessed for the AO if they have secured one of these institutions to host them for their AO process.

Phase and subjects

In most cases whether a candidate will be pursuing an AO QTS in Primary or in Secondary will be determined by the age of the pupils who they teach and the subject(s) taught.

However, there are two possibilities for those who teach secondary aged pupils (eg 11-16) in a SEND or AP setting, as follows:

- Candidates who teach a main secondary subject or a small number of subjects (typically choosing two to focus on for their QTS); teach GCSE content to some of the older pupils; and have mainstream secondary experience (whether having taught in a mainstream secondary school earlier in their career or having undertaken a required mainstream secondary placement prior to the AO) will be assessed by us for a Secondary QTS.

- There are, however, circumstances in which the Primary AO route might be more appropriate. Candidates teaching secondary aged pupils (eg 11-16) in a SEND or AP setting who teach multiple subjects across an adapted Primary-level curriculum, who have mainstream primary school experience (whether having taught in a mainstream primary school earlier in their career or whether having undertaken a mainstream primary placement prior to the AO) would be best placed to be assessed by us for a Primary QTS.

  Please note that this would involve us assessing the candidate across an (adapted) *range* of *primary* subjects (e.g. via the internal observations sent to us before the main process, the evidence file and the lessons seen by the AO Programme Manager during the main process). Candidates should contact the AO Programme Manager to discuss this. Candidates for whom this has been agreed/ directed need to refer to *Primary* references in this handbook rather than Secondary.

We can assess secondary candidates in all main secondary subjects. Candidates should ensure that they teach their subject in two adjacent key stages (or be able to borrow classes in order to be assessed teaching in two adjacent key stages). Please note that Year 9 counts as KS3 for these purposes, even if the school teaches them GCSE material.

Primary teachers of specialist subjects (e.g. Music, PE, Hebrew, Jewish Studies) can be accepted onto the AO route to QTS but will be assessed in teaching a range of primary subjects for their AO rather than their specialist subject. Such candidates should therefore get some experience teaching a range of primary subjects prior to the main AO to feel knowledgeable and secure about being assessed as meeting the standards in those subjects. They will be assessed in this regard during the process in a number of ways: some subjects may be demonstrated via the internal observations sent to us before the main process, some observed during the main process when the AO Programme Manager comes to the school; and some demonstrated in the evidence file.

Standards required

AO is not an Initial Teacher Training (ITT) route and therefore does not include any training; as the name suggests, it includes only assessment. Accordingly, candidates need to *already* be meeting the Teachers' Standards on a regular basis and be able to demonstrate that they meet the standards across the age range and subject(s) in which they are to be assessed. If candidates are unsure as to whether they meet this requirement, they are advised to check this with their line manager and senior staff at school before applying for this route.

As per all teachers, candidates need to:

- Be able to show that they have the appropriate intellectual and academic capabilities and personal qualities, attitudes, ethics and values for being a teacher
- Be able to communicate clearly and effectively in standard English
- Have been subject to and passed the Disclosure and Barring Service (DBS) and criminal records check. The DBS certificate will need to be shown at the point of application.
- Have successfully completed/ passed a Fitness to Work assessment at their school (typically filled in/ carried out when a teacher joins a school)

Completing your application form and making the deposit payment

Once candidates have met the above eligibility requirements and have all their qualifications in place and original documents available to them, they should complete and send their application form to the Academic Registrar at Suzanne.wayland@lsjs.ac.uk

Candidates must ensure that they complete the application form honestly and in full, double-checking that they have not missed anything out. If they feel that a question or section is not relevant, they should please show that they have considered it by writing N/A if it is not applicable.

Candidates should be careful to ensure that any gaps in their study/ employment history are explained on the form e.g. maternity, job-seeking.

Candidates should pay particular attention to making sure that they have correctly noted all of the schools which they have taught in, start and end dates at each employment, and school types (eg mainstream, SEND) and age of pupils since this information helps determine whether candidates are eligible for AO and whether they need to undertake any placements before the main process begins.

Teachers who have lots of supply teaching experience (eg lots of individual days/ weeks) will find it easier to attach a list of schools and dates provided by their supply agency.

AO applications are welcome at any time. It is not necessary to wait for the beginning of a term/ half term to apply for or start an AO (although the assessments themselves will only take place during term time).

At the time of submitting their application, candidates should also pay the £300 non-refundable deposit either by cheque to LSJS or bank transfer. An invoice will be provided for bank transfers, and you will be asked for details of who this should be sent to in the application form. Candidates wanting to pay directly via credit card, for example, should contact Suzanne Wayland on 020 8203 6427 ext. 216.

Candidates whose schools are paying for the AO or making a payment for the candidate that the candidate will later reimburse, should ensure that their school finance department is aware of this and is ready to pay at the time of applying.

While we are very happy to talk to candidates about the LSJS AO route before they have applied, note that we cannot give a *definitive* decision on a candidate's qualifications/ eligibility via an email or telephone query. We will always do our best to be helpful and informative, but only on receipt of the fully completed application form, the headed letter(s) from the school(s) (for candidates who are including time teaching abroad) and the non-refundable deposit, can the Academic Registrar / AO Programme Manager definitively check that the application meets eligibility requirements, and therefore be able to confirm that the applicant is (or isn't) eligible and can (or can't) be accepted onto the AO route to QTS.

Candidates whose application form suggests that they do not meet the requirements will either be informed that they are ineligible to be accepted onto AO or will be told of any issues that they would need to resolve before being able to start their AO (together with any advice as to how to go about satisfactorily addressing these issues). If any answers given on the application form are unclear or appear to be contradictory, the candidate will be asked some follow-up questions to clarify. They will be asked to confirm the amendments/ clarifications in writing either as an updated application form or as an email that LSJS can attach to their original application form.

Compliance check

The Academic Registrar will arrange a Compliance Check with the candidate to see their original documents:

- Identity confirmation (e.g. passport or drivers' licence, marriage certificate or deed poll for name changes)
- Any applicable visas
- Enhanced DBS check
- GCSEs grade C/4 or above in English and Maths (and Science if the candidate is a Primary school teacher) or the relevant standard equivalents or equivalency tests
- UK first degree certificate or evidence of equivalency
- Enic statement of comparability to confirm the equivalency of any overseas high school and/or degree qualifications (if the candidate already has this; or the academic registrar will show the certificates to Enic on behalf of the candidate)

The compliance check will usually be carried out in person at LSJS. However, if candidates are based long distance from the LSJS campus in London, it may be possible to make alternative arrangements to either send the original documents by registered post to our Academic Registrar, Suzanne Wayland, and to have them sent back by registered post to an address that you have told us, or to show them as scans or over a live online feed (followed by later showing these to the AO Programme Manager at the first observation); please discuss with Suzanne.

Candidates whose documents fail to confirm that they meet the requirements, who have documents which indicate that they do not meet the requirements or who do not have the documentary evidence required for admittance to AO will either be informed that they are ineligible to be accepted onto AO or will be told of any issues that they would need to resolve in order to be accepted.

Referees

The Academic Registrar will contact the referees listed on the application form and will send the LSJS AO reference request form to them to complete. Candidates must ensure that they have informed their referees in advance that they have listed them as referees (and it can be useful to ask them to complete these promptly when they get the request if the candidate is keen to progress with their AO as soon as possible).

Accepted candidates

The Academic Registrar will send accepted candidates and their school mentor:

- Lesson planning form
- LSJS observation form
- NASBTT grading criteria
- Teachers' Standards evidence file evidence exemplar guide

Candidates who upon reading the above information in this handbook recognise that they do not meet the requirements for AO, or who apply but then are judged by LSJS to be ineligible for an AO route, are warmly encouraged to apply for a one-year LSJS Initial Teacher Training (ITT) course instead if eligible for that route. Applications open early October every year for a training course beginning the following September. Please see https://www.lsjs.ac.uk/teacher-training for details of our current primary and secondary teacher training courses.

Step 2 – Preparation Stage A

Candidates need to complete all the following tasks for Step 2 but may do these in any order and are also welcome to be working on these tasks simultaneously.

- Successfully pass internal LSJS tests in Literacy and Numeracy, which we use to confirm the candidate's fundamental literacy and numeracy.

- The literacy test is designed to test basic spelling, punctuation and grammar. Typical tasks might include correcting something with deliberate errors or adding something that has been omitted. If this is carried out as a handwritten test rather than online, the candidate will need a black pen. Dictionaries and bilingual dictionaries are not permitted.
- The numeracy test will be a Paper 1 and Paper 2 of Maths SATS. If this is carried out as a handwritten test rather than online, the candidate will need a black pen, pencil, a rubber, a protractor and ruler. Calculators are not permitted. A bilingual dictionary may be brought and used by candidates for whom English is an additional language.
- When candidates are ready to take their tests, they can book a slot to take the tests in exam conditions by emailing the Academic Registrar on suzanne.wayland@lsjs.ac.uk. They are usually held in person at LSJS, but we can occasionally accommodate them over Zoom if a candidate is based long distance from LSJS. NB: Many candidates choose to combine bringing in their documents for the compliance check with undertaking the skills tests so that they only need to visit LSJS on one occasion.

- Undertake any placements required (see the table in the section 'Teaching experience and schools'. The placement must include the candidate undertaking teaching (not just shadowing/ observing). It can also be an opportunity to gather evidence for their evidence file, in particular for any areas of practice that are more difficult to get experience of in their own school (eg teaching mainstream children instead of SEND, supporting more pupils with EAL).

  Candidates need to arrange their own placements by contacting schools (and liaising with their home school about when they can facilitate them being out on placement) but their home school/ Senior Leadership Team/ line manager may be able to offer some connections/ recommendations for this. At the end of the placement they should get a short letter on headed paper from the school which confirms that they taught at the school and the dates/ number of days that they did this for; please send this to the LSJS Academic Registrar.

- Primary teachers of specialist subjects (e.g. Music, PE, Hebrew, Jewish Studies) are reminded that because they will be assessed in teaching a range of primary subjects for their AO rather than their specialist subject and so they will need to get experience of this prior to beginning their AO.

Step 3 – Readying stage

The Academic Registrar will send some documents out to the Headteacher and Mentor to be returned to her. She will use the names and contact details provided on the application form for this but if any of these have changed since sending the application form in, candidates will need to remember to provide the updated information to the Academic Registrar on Suzanne.wayland@lsjs.ac.uk:

- Sent to the Headteacher to be completed and returned to Suzanne:
    - Headteacher letter
    - AO Partnership Agreement
    - School-Based Mentor Quality Assurance forms
- Sent to the Mentor
    - This AO handbook
    - LSJS lesson planning form
    - LSJS lesson observation form
    - NASBTT grading criteria
    - Teachers' Standards evidence file evidence exemplar guide

Once the mentor is put in place, the candidate can start to benefit from any support offered, which at this stage of the process will probably comprise ad hoc support/ guidance and - once the candidate is ready for them – assisting with the internal observations needed before the main process (see below).

Candidates must send the Academic Registrar Suzanne.wayland@lsjs.ac.uk three recent internal lesson observations (ideally taught within the last term) graded Good or better according to the NASBTT criteria. For Primary candidates the lessons will typically span KS1 and KS2**; primary candidates are advised to think about how they want to demonstrate the range of primary subjects (eg which ones they want to show in their internal lesson observations, which they want to show in their evidence file and which they will want to show later when the AO Programme Manager comes to observe. For Secondary candidates this must include lessons in their specific subject (or pre-agreed main and second subject) and must span two adjacent key stages ie KS3 and KS4 or KS4 and KS5; please note that Year 9 are always regarded as KS3, even if they are taught GCSE material.

** = Unless the candidate is based in a nursery, in which case it can be pre-agreed with LSJS that they are seen teaching both nursery children age 3+ and KS1 (via a placement at a host primary school); the candidate must ensure that this has been pre-agreed with the AO Programme Manager.

Evidence File

The candidate should begin to gather their evidence for their file; most present this as a lever arch file with tabs for each teachers' standard/ substandard. A small number of candidates choose to present this electronically; please speak to the AO Programme Manager if considering this.

Across the folder, a wide range of evidence should be gathered, with 2-3 strong pieces of evidence per substandard (per bullet point) of the Teachers' Standards eg two pieces of evidence for 1a, then two pieces of evidence for 1b, then two pieces for 1c and so on. The exemplar guide provided by the AO Programme Manager is helpful for seeing suggestions as to appropriate evidence for each substandard. Each piece of evidence may be used a maximum of two times (e.g. one lesson observation might be put under one sub-standard to show effective behaviour management, with that comment highlighted, and in another section to show awareness of/ support for pupils' different needs, with that comment highlighted).

It is helpful for the candidate to provide annotations (e.g. on a Post It Note) for each piece of evidence e.g. "Twice a term I do X with my class and then complete this grid of data. I use the information to do Z..."

Primary candidates are reminded to make sure that across their evidence file, internal observations sent in before the main process and the visits from LSJS, they have evidence of the range of primary subjects.

Visit 1 (AO1)

The candidate should arrange the first visit by emailing the AO Programme Manager on galia.segal@lsjs.ac.uk. Candidates are advised to book this at the earliest opportunity in order to secure a mutually convenient date/ time.

Candidates/ schools will be invoiced £700, which must be paid before the first visit. NB: Some candidates, particularly those based long distance from LSJS, like to have Visit 1 and Visit 2 on the same day (in which case they or their schools will be invoiced £700 for AO1 and £1500 for AO2 at the same time).

The Teachers' Standards folder must be 50% complete by the time of the first visit.

Visit 1 will comprise:

- Full lesson observation by the AO Programme Manager (or someone appointed by them) and school mentor
- Brief conversation between the LSJS person and the school mentor
- 20–30-minute feedback session co-led by the AO Programme Manager and mentor
- Check of the 50% complete evidence file (with verbal or emailed feedback as to whether the folder is on track and any advice to help guide the completion of the remainder of the folder).
- Primary candidates will be observed teaching a subject in KS1 or KS2 (or Nursery or KS1 if they are based in a nursery and this has been pre-agreed); candidates should make sure that across their internal observations sent in before the main process, the visits from LSJS and the evidence file they have evidence of the range of primary subjects
- Secondary candidates will be observed teaching the subject (or one of the subjects if they have more than one) which they have asked to be assessed in.
- All candidates will need to provide a formal lesson plan on the LSJS lesson plan form, a copy of any resources and any context for the class (e.g. paragraph of explanation, seating plan) to the LSJS observer and the school mentor, handed to them at the start of the observation lesson (or sent to the observers by email the day prior to the visit).

Candidates/ mentors should please ensure in advance of the visit that:

- Security and Reception of the school is informed of the observer's planned visit.
- They have made the correct address clear to the observer, especially if the school has more than one site, has recently moved or Sat Nav is known to send visitors to the wrong location).
- Recommended parking/ travel arrangements, where possible arranging for there to be a space kept free for the observer if parking near the school is difficult.
- They have liaised with the observer on anything specific which they need to bring with them for admission to/ use in the school e.g. ID, DBS.
- Candidate, mentor, file and any other required documents are available.

- There is a quiet, private room available for feedback after the lesson and for checking of the file before/after the lesson.

As this is not a training route and candidates are expected to already be meeting the Teachers' Standards, please note that the candidate needs to be graded Good or better to progress to Visit 2. Candidates who have been unsuccessful will need their initial visit repeated; this will cost an additional £500, which will need to be paid prior to the repeat visit.

Candidates/ schools from outside our typical local observation area (London and Essex) are reminded that they may have to pay the travel and/or accommodation costs of the observer, which will be billed following each visit.

Visit 2 (AO2)

The candidate should arrange the visit by emailing the AO Programme Manager on galia.segal@lsjs.ac.uk.

Please note that for quality assurance purposes it is likely that one of the three visits – usually Visit 2 – will be carried out by a different LSJS/ LSJS-appointed observer. Exceptions: In SEND/ AP schools it will usually be the AO Programme Manager who does all three observations in order to limit the number of new people who the pupils have to encounter and thereby reduce any distress. In schools based a long distance from LSJS, it is likely for various practical reasons that the AO Programme Manager will do all three observations.

Candidates are advised to book this visit via the AO Programme Manager at the earliest opportunity to secure a mutually convenient date/ time.

Candidates/ schools will be invoiced for the remaining £1,500, which must be paid before the second visit. (Where long-distance candidates have chosen to have Visit 1 and Visit 2 on the same day, they or their schools will have already been invoiced for AO2 at the same time as they were invoiced for AO1.

Visit 2 will comprise:

- Full lesson observation by the LSJS/ LSJS-appointed observer (usually not the AO Programme Manager, except in exceptional circumstances) and the school mentor
- Brief conversation between the LSJS person and the school mentor
- 20–30-minute feedback session co-led by the AO Programme Manager and mentor.

- Primary candidates will be observed teaching a subject in KS1 or KS2 (or Nursery or KS1 if they are based in a nursery and this has been pre-agreed); candidates should make sure that across their internal observations sent in before the main process, the visits from LSJS and the evidence file they have evidence of the range of primary subjects
- Secondary candidates will be observed teaching the subject (or one of the subjects if they have more than one) which they have asked to be assessed in.
- All candidates will need to provide a formal lesson plan on the LSJS lesson plan form, a copy of any resources and any context for the class (e.g. paragraph of explanation, seating plan) to the LSJS observer and the school mentor, handed to them at the start of the observation lesson (or sent to the observers by email the day prior to the visit).

Candidates/ mentors should please ensure in advance of the visit that:

- Security and Reception of the school is informed of the observer's planned visit.
- They have made the correct address clear to the observer, especially if the school has more than one site, has recently moved or Sat Nav is known to send visitors to the wrong location)
- Recommended parking/ travel arrangements, where possible arranging for there to be a space kept free for the observer if parking near the school is difficult.
- They have liaised with the observer on anything specific which they need to bring with them for admission to/ use in the school e.g. ID, DBS.
- Candidate, mentor, file and any other required documents are available.
- There is a quiet, private room available for feedback after the lesson.

As this is not a training route and candidates are expected to already be meeting the Teachers' Standards, please note that the candidate needs to be graded Good or better in order to progress to the next step. Candidates who have been unsuccessful will need their initial visit repeated; this will cost an additional £500, which will need to be paid prior to the visit.

In the unusual circumstances that a candidate continues to be unsuccessful after a repeat Visit 2, they will advised to pause the process for a more significant period of time whilst they undertake any training/ input from their school to ensure that they are meeting the Teachers' Standards before embarking on any additional (charged) repeat visits and the remainder of the process.

Candidates/ schools from outside our typical local observation area (London and Essex) are reminded that they may have to pay the travel and/or accommodation costs of the observer, which will be billed following the visit.

In between Visit 2 (AO2) and Visit 3(AO3)

Candidates who have had a successful Visit 2 will be formally registered with the DfE for the Assessment Only route to QTS (by the LSJS Academic Registrar) and the assessment period (maximum 12 weeks, usually far quicker) will begin.

Candidates who have had a successful Visit 2 need to be observed by their Headteacher, teaching a Good or better lesson according to the NASBTT grading criteria. The mentor does not need to be present for this observation.

The Headteacher should complete their observation on the LSJS formal lesson observation form, include their NASBTT grade and email this to the AO Programme Manager at galia.segal@lsjs.ac.uk as soon as possible after the observation has taken place and prior to Visit 3.

If the Headteacher is not available, this may be carried out by a suitable SLT member such as a Deputy Headteacher. Please liaise with the AO Programme Manager to discuss this in advance.

Visit 3 (AO3)

The candidate should arrange the visit by emailing the AO Programme Manager on galia.segal@lsjs.ac.uk. Candidates are advised to book this via the AO Programme Manager at the earliest opportunity in order to secure a mutually convenient date/ time.

The Teachers' Standards folder must be 100% complete and able to be checked by the observer.

Visit 3 will comprise:

- Full lesson observation by the AO Programme Manager (or another LSJS/ LSJS-appointed observer) and the school mentor
- Brief conversation between the LSJS person and the school mentor

- 20-30-minute feedback session co-led by the A0 Programme Manager and mentor
- Check of the 100% complete Teachers' Standards folder
- Primary candidates will be observed teaching a subject in KS1 or KS2 (or Nursery or KS1 if they are based in a nursery and this has been pre-agreed); candidates should make sure that across their internal observations sent in before the main process, the visits from LSJS and the evidence file they have evidence of the range of primary subjects
- Secondary candidates will be observed teaching the subject (or one of the subjects if they have more than one) which they have asked to be assessed in.
- All candidates will need to provide a formal lesson plan on the LSJS lesson plan form, a copy of any resources and any context for the class (e.g. paragraph of explanation, seating plan) to the LSJS observer and the school mentor, handed to them at the start of the observation lesson (or sent to the observers by email the day prior to the visit).

Candidates/ mentors should please ensure in advance of the visit that:

- Security and Reception of the school is informed of the observer's planned visit.
- They have made the correct address clear to the observer, especially if the school has more than one site, has recently moved or Sat Nav is known to send visitors to the wrong location)
- Recommended parking/ travel arrangements, where possible arranging for there to be a space kept free for the observer if parking near the school is difficult.
- They have liaised with the observer on anything specific which they need to bring with them for admission to/ use in the school e.g. ID, DBS.
- Candidate, mentor, file and any other required documents are available.
- There is a quiet, private room available for feedback after the lesson and for checking of the file before/after the lesson.

As this is not a training route and candidates are expected to already be meeting the Teachers' Standards, please note that the candidate needs to be graded Good or better.

Candidates who have been unsuccessful will need their Visit 3 repeated; this will cost an additional £500, which will need to be paid prior to the visit. The repeat Visit 3 would have to be carried out before the end of the 12-week assessment period. If a candidate does not have a Good or better observation at their repeat Visit 3, the candidate will fail.

Candidates/ schools from outside our typical local observation area (London and Essex) are reminded that they may have to pay the travel and/or accommodation costs of the observer, which will be billed following the visit.

Following a successful Visit 3

The Headteacher will be required to write a letter on headed paper to sign off the AO candidate, confirming that they meet all the Teachers' Standards and The mentor will need to complete a mentor report grid based around the Teachers' Standards provided by the Academic Registrar.

Following receipt of this, LSJS will make a recommendation to the DfE for the candidate to be awarded QTS. Congratulations! Mazel tov!

The candidate should check the government portal https://www.gov.uk/guidance/access-your-teaching-qualifications to see when the DfE have processed and awarded their QTS. From experience, this tends to take anything from a couple of days to a few weeks). Once awarded, the candidate should be able to download/ print a page/ certificate which confirms the award of QTS.

Once listed on the above database as having QTS, the candidate should (promptly) ask their school to register them for their Early Careers Teacher (ECT) period, if they are required to undertake one. Note that many ECT providers will allow those who have completed the AO route to QTS to do a considerably shorter ECT period than the usual two years required (potentially one term in length, the minimum allowed) since they are regarded as already being an experienced teacher to have been on the AO route in the first place. If the candidate would like to explore this possibility, they should mention this to their school and ask the school to investigate it with the school's ECT provider.

LSJS does not provide/ oversee ECT years – schools will already have their own provider or be able to find one - but we hope that this information is helpful.

Candidates will be invited to LSJS' Graduation (typically held in July), at which they will receive a lovely certificate and be able to celebrate their achievement with family and friends.

Fee payment schedule

Fees can be paid for by the candidate, by the school or split between the candidate and school.

Payment 1: £300 non-refundable deposit paid on application

Payment 2: £700 to be paid before Visit 1

Payment 3: £1,500 to be paid before Visit 2

Total fees payable: £2,500

Repeat visits if required will be charged at £500 per visit.

Candidates/ schools from outside the Greater London area may have to pay the travel costs (and accommodation for Gibraltar and some long-distance UK destinations) of the observer, which will be billed after each visit.

Cause for concern

At all stages of the process any concerns about a candidate's progress will be raised by the Assessment Only Programme Manager or observers with the candidate/ mentor/ school.

If a candidate/ mentor/ school has concerns themselves, they should raise this with the AO Programme Manager at the earliest possible point.

Withdrawal from the Assessment Only route to QTS

Candidates are strongly advised to consult with the AO Programme Manager before deciding to withdraw from the AO route to QTS. If a candidate withdraws from the AO route to QTS during the 12-week assessment period, they may have problems joining or completing another ITT assessment route to QTS.

Please email galia.segal@lsjs.ac.uk to book a phone discussion. Once a decision to withdraw has been discussed, if a candidate does decide to withdraw, they should write to the AO Programme Manager to confirm the decision, with an explanation.

Points of contact and support for candidates

These are the main points of contact for the Assessment Only route:

Suzanne Wayland, Academic Registrar

Suzanne can be reached on 020 8203 6427 ext. 216 or suzanne.wayland@lsjs.ac.uk and is the first point of contact for any administrative matter relating to AO. For example, to request an application form, to arrange bringing your hard copy documents to LSJS and to book the fundamental literacy and numeracy tests.

Galia Segal, Assessment Only Programme Manager

Galia can be reached on galia.segal@lsjs.ac.uk and is able to assist with general queries about the AO programme which arise after reading this handbook. She is the main observer and your main point of contact for non-administrative support and guidance whilst undertaking the course, as described above. Confidentiality is assured in all matters concerning a candidate's personal or professional development.

Mentors

Once a candidate is on the AO route, their school-based mentor would be their day-to-day and first point of contact.

Additional teacher training and BA Jewish Education contacts which may be of interest are as follows:

Jonny Atkins, Head of Initial Teacher Training Programmes

Jonny can be contacted on jonny.atkins@lsjs.ac.uk for details of secondary school teacher training programmes.

Sharon Mullish, Primary Programme Manager

Sharon can be contacted on sharon.mullish@lsjs.ac.uk for details of primary teacher training courses.

Yolande Pieters, Head of Undergraduate Degrees

Yolande can be contacted on yolande.pieters@lsjs.ac.uk for details of the BA in Jewish Education at LSJS.

It is expected that all candidates will successfully complete the Assessment Only route to QTS but candidates on the AO should feel free to contact the AO Programme Manager if any issues arise. LSJS believes that open communication is the key to a successful experience.

Quality Assurance

All observations carried out are a co-observation by the school subject mentor and an LSJS observer.

The same observer won't typically observe all three AO visits, except in exceptional circumstances (e.g. the school is a SEND school, Alternate Provision or similar, in which case one observer will likely see all observations in order to limit pupils being unsettled by external visitors; or the school is long distance from LSJS so it's not possible to secure a different observer).

Schools/ candidates will be told in advance if an LSJS observer who is visiting / observing a candidate is going to themselves be shadowed/ observed by someone else at a visit (e.g. another LSJS observer, or an external moderator).

Communications

Communications are often sent by e-mail. Candidates are expected to check e-mails on a regular basis and acknowledge/reply to emails sent by LSJS, observers and school-based mentors.

If a compliance check/ skills test/ Visit has been planned, candidates must check their email both on the day before and day itself so that they are aware of any last-minute changes (e.g. cancellation or postponement due to LSJS staff member illness). They must advise observers/ LSJS staff by email of any need by them or their school to cancel or postpone (e.g. due to candidate or mentor illness) immediately that that situation occurs; this is particularly important if cancelling/ postponing a visit to their school so that they catch the staff member before they have left or incurred any travel costs.

Privacy and data protection

Your privacy as an individual is important to us, so we don't use the information you provide to learn any more about you other than what is required to offer you our support on the assessment route to QTS. Any personal data gathered by us in your use of this site will be recorded electronically and only used in accordance with the UK Data Protection Act 1998.

The General Data Protection Regulations GDPR 2018 describes how organisations must collect, handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, LSJS will use personal information fairly, store it safely and not disclose it unlawfully.

Email usage

LSJS uses your email address as a convenient way to contact you about your progress. We will not pass your details on to any other relevant third parties.

This data protection policy ensures LSJS:

- Complies with data protection law and follow good practice
- Protects the rights of staff, students and partner organisations
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of data breach

For more information, visit the LSJS Data Protection Policy.

Equal opportunity and diversity

We are committed to promoting diversity and practising equality of opportunity within the framework of the law (Equality Act 2010). It aims to create a culture and environment for trainees and staff to be treated equitably regardless of race, ethnic origin, nationality, gender, disability, age, religion, sexual orientation, marital or parental status, political belief or social/economic group.

Our expectations are that all the schools that we work with will be equally committed to tackling discrimination and promoting equality of opportunity and good relations.

We aim to build an institution that is truly inclusive; that understands, appreciates and values the diversity of each individual and incorporates measures that make people feel valued and able to participate and achieve their full potential.

Discriminatory, harassing, bullying behaviour and racist comments will not be tolerated by us. Safeguarding both trainees and pupils is an essential basis for all our work. Any incidents which do occur will be recorded and monitored. They will be reported to the school if witnessed by an LSJS observer in a school. If originating with LSJS they will be dealt with according to LSJS policies.

For further information, visit the LSJS Equality and Diversity Policy.