



# Assessment Only Route – Process Flowchart

1. The A.O. Application form, the A.O. Process Flowchart with additional notes and the A.O. Handbook will be sent to potential A.O. candidates.

2. Candidates will email/send their A.O. Application form with £100 non-refundable deposit (this is deducted from the final payment if the candidate continues with the route) to the JTTP.

A.O. Candidates will be informed if they are required to complete any further actions e.g. NARIC equivalencies, etc

3. The 2 reference requests will be taken up (as per the application form).

4. **Compliance Check 1** – candidates must either bring/send by registered post the following original documents to JTTP to be checked by Jane Clist: Identity confirmation, Enhanced DBS, a standard equivalent to a grade C in the GCSE examinations in English & Mathematics (and in a science subjects for primary candidates, teaching pupils aged 3-11 years), a first degree of a United Kingdom higher education institution or equivalent qualification, information/evidence of at least: 2 years teaching experience, teaching in two schools and teaching in 2 Key Stages.

Candidates will be informed if they are required to complete a contrasting school or second school placement for 3 or 4 weeks and will receive the Directed Task Booklet for these. Special school candidates with no mainstream school experience will be required to complete a four-week mainstream school teaching placement. Primary subject specialist candidates (i.e. Jewish Studies, Hebrew, P.E., Music etc) must teach 5 core subject lessons a week for at least two terms.

5. Candidates will receive a letter from the JTTP to book the Literacy and Numeracy Skills Tests. Candidates will be invited to attend Skills Test Support Sessions. Candidates will be sent the following JTTP documentation: JTTP lesson planning form, JTTP observation form, NASBTT Grading Criteria, TS folder expectation form (with exemplars).

6. **Compliance Check 2** – The following will be checked by the JTTP: Successful completion of the Literacy and Numeracy Skills Tests, completion of a successful contrasting and/or second school experience (if necessary) and the completed Directed Task Booklet. For Primary subject specialists (e.g. Jewish Studies, Hebrew, Music, P.E. teachers etc) the following evidence must be checked by the JTTP: Candidates' teaching timetables to show that at least 5 core subject lessons a week for at least 2 terms have been taught, with the Head Teacher's signature to verify this. The candidate must have taught all core subjects during this period.

7. Candidates will be sent a 1500 word written task titled: ***What is the impact of the Equality Act 2010 on the work of your school and your teaching? Provide examples of how you and your school alleviate disadvantages experienced by pupils with particular needs and protected characteristics.*** This will need to be completed and emailed to the JTTP at least 1 week prior to the initial visit.

8. Head Teachers will be sent the A.O. Partnership Agreement and the School-Based Mentor Quality Assurance form to sign and return. Mentors will be invited to attend JTTP mentor training. Mentors will receive the A.O. Handbook. Mentors will begin to observe and meet the candidate bi-weekly and keep records of their mentor meetings and SMART targets set.

9. Candidates will send to the JTTP: 3 recent lesson observations (taught within the last term) by the Head Teacher or a Senior Leader in the school that are judged to be Good or better according to the NASBTT Grading Criteria. Comments on the lesson must relate to each of the Teachers' Standards.

For Primary candidates, this must include: 1 English, 1 Maths and 1 other NC subject lesson observation and must cover at least 2 Key Stages.

For Secondary candidates, this must include: lessons in their specific subject and must cover at least 2 key stages.

10. Candidates must complete 50% of the Part 1 Teachers' Standards. Candidates must have 3 pieces of recent evidence (within the last year) per sub-standard and create a portfolio folder with explanations for each piece of evidence provided. (for further guidance, please see the TS folder expectation form).

11. Candidates/schools will be invoiced for £700 and this must be paid prior to the initial visit/interview. The initial visit will be arranged for a mutually convenient date and time. The school-based mentor must be available for the lesson observation and will be expected to observe the whole lesson and lead the feedback following the lesson.

12. **Initial Visit** – This will include: A lesson observation (for Primary candidates, this will need to be a core subject in either KS1 or KS2) followed by an observation of the mentor feedback to the candidate (time needs to be made available for the JTTP to feedback to the mentor following their feedback to the candidate), an interview, a check of the TS portfolio (50% complete), a check of bi-weekly lesson observations and mentor meetings with SMART targets set. Candidates will need to provide: a lesson plan, resources, class synopsis and seating plan. If all of this is completed successfully and the lesson observation is graded Good or better, candidates will move to step 13.

If candidates are unsuccessful on the initial visit, another initial visit can be arranged. A further invoice for £700 must be paid prior to the next initial visit.

13. Candidates/schools will be invoiced for £1700 and this must be paid prior to the second visit. When payment is received the second visit will be arranged for a mutually convenient date and time. The school-based mentor must be available for the lesson observation and will be expected to observe the whole lesson and lead the feedback following the lesson.

14. Candidates must complete 80% of their TS portfolio prior to the second visit.

15. **Second Visit** – This visit will be conducted by a different trained JTTP Professional Tutor (for QA). This will include: A lesson observation (for Primary candidates, this will need to be a different core subject and in either EYFS, KS1 or KS2) followed by an observation of the mentor feedback to the candidate, a check of the TS portfolio (80% complete), a check of bi-weekly mentor lesson observations in a range of NC subjects for Primary candidates and coverage of a range of abilities taught) and a check of bi-weekly mentor meetings and SMART targets set. If all of this is completed successfully and the lesson observation is graded Good or better, candidates will move to step 16.

If candidates are unsuccessful on the second visit, the Head teacher or a senior leader in the school can complete an additional observation of the candidate and provide additional support. The lesson must be graded Good or better. Comments on the lesson must refer to each of the TSs and this must be sent to JTTP to be reviewed. The JTTP will arrange a further second visit at a cost of £500 which needs to be paid prior to the visit.

16. **The candidate will be formally registered with the DfE onto the A.O. programme and the assessment period (12 weeks) will begin on the date of the successful second visit.** A confirmation letter will be sent to the candidate, mentor and Head teacher. The candidate will receive a Teacher Reference Number (TRN) from the DfE.

17. The Head Teacher or Deputy Head Teacher must complete a lesson observation of the candidate for QA (this must be in a Foundation subject for Primary Candidates). The lesson must be graded Good or better. Comments on the lesson must refer to each of the TSs and this must be sent to JTTP to be reviewed prior to the Final Visit.

18. **Final Assessment Visit** – This visit will be conducted by the JTTP Professional Tutor (normally who visited the candidate on the initial visit). This will include: A lesson observation (for Primary candidates, this will need to be a different core subject and in either EYFS, KS1 or KS2, for Secondary, this will need to be in a different Key Stage) followed by an observation of the mentor feedback to the candidate), a check of bi-weekly mentor lesson observations (in a range of NC subjects for Primary candidates and coverage of a range of abilities taught) and a check of bi-weekly mentor meetings and SMART targets set. The Professional Tutor will take the candidate's TS portfolio (100% complete) away to be marked. If all of this is completed successfully and the lesson observation is graded Good or better, candidates will move to step 19.

If candidates are unsuccessful on the final visit, the Head Teacher or a senior leader in the school must complete an additional observation of the candidate and provide additional support. The lesson must be graded Good or better. Comments on the lesson must refer to each of the TSs and this must be sent to JTTP to be reviewed. The JTTP will arrange a further visit at a cost of £500 which needs to be paid prior to the visit. **If the candidate does not achieve a Good or better grade in the final visit (during the assessment period), the candidate will fail.**

Candidates may be required to submit different/additional evidence for any sub-standard of the TSs that have not been marked as fully met/achieved.

19. The Head Teacher will write a letter (on school headed paper) to sign off the A.O. candidate confirming they meet all the Teachers' Standards and will send this to the JTTP. (a proforma will be provided for this). Mentors will complete a mentor report (with grades for each of the TSs and an overall grade for the A.O. candidate) and will send this to the JTTP.

20. The JTTP will confirm in writing that the candidate has successfully passed the A.O. route into teaching and will recommend to the Department for Education the award of QTS to the candidate.

## The JTTP A.O. Process (Additional Notes)

Step 1	Jane Clist ( <a href="mailto:jane.clist@lsjs.ac.uk">jane.clist@lsjs.ac.uk</a> ) will send the documents to potential candidates. Please provide a regularly used email address.
Step 2	Please send your completed application form to <a href="mailto:jane.clist@lsjs.ac.uk">jane.clist@lsjs.ac.uk</a> . Please inform Jane Clist who will be paying the fees. Please pay the £100 non-refundable deposit either by <b>cheque made payable to “LSJS” or make a payment to:</b> <b>Sort Code: 50-30-05</b> <b>Account Name: LSJS SCITT</b> <b>Account Number: 24203467</b> <b>Referencing your payment with your name and “AO”.</b>
Step 3	Please ensure you have informed the referees you have put on your application form that you have done so. Jane Clist will contact the referees on the application form you have completed and will send the JTTP AO reference request form.
Step 4 Compliance Check 1	<p>If you are bringing your documents (these must be the originals) to LSJS, please contact Jane Clist to arrange a mutually convenient date/time for this. Please ensure you bring all the relevant documents with you. These include:</p> <ul style="list-style-type: none"><li>• A passport or a photo driving license</li><li>• A Disclosure and Barring Service (DBS) Enhanced Certificate number and date of issue</li><li>• Original certificates showing a standard equivalent to a grade C in the GCSE examinations in English and mathematics, and that all those who intend to train to teach pupils aged 3-11 additionally have achieved a standard equivalent to a grade C in the GCSE examination in a science subject.</li><li>• A first degree of a United Kingdom higher education institution or equivalent qualification</li><li>• Information/evidence of at least: teaching for two years, in two schools and in two Key Stages.</li></ul> <p>If you are posting your original documents, please send them by registered post to: <b>Jane Clist</b> <b>London School of Jewish Studies</b> <b>Schaller House</b> <b>44a Albert Road</b> <b>London NW4 2SJ</b></p> <p>Please ensure you provide us with the address where you would like the documents to be posted back to. These will be posted back by registered post.</p> <p>If you are a subject specialist teacher (i.e. Jewish Studies, Hebrew, P.E., Music etc) please ensure you begin (if you have not already done so) teaching at least 5 core subject lessons a week for at least 2 terms. You must have taught all core subjects during this period.</p> <p>If you are a teacher in a special school and have no experience of teaching in a mainstream school, you must complete a four-week teaching placement in a mainstream school.</p> <p>If you have only taught in one school or have only taught in faith schools, you will be required to complete a three-week placement in a second/contrasting school.</p>
Step 4 Contrasting School	If you are required to complete a contrasting or second school placement, please make suitable arrangements for this and send Rachel Klein <a href="mailto:racheljtpp@lsjs.ac.uk">racheljtpp@lsjs.ac.uk</a> the details of the placement at least 3 weeks in advance of your first visit. Please provide us with the name of the school and the dates you will be teaching there. You will be sent the Directed Task Booklet by Rachel Klein and you will be required to complete this prior to Step 6.
Step 5	If you have not successfully passed your Skills Tests, please refer to: <a href="http://sta.education.gov.uk/">http://sta.education.gov.uk/</a> and complete these prior to step 6. If you need additional support, please contact Jane Clist who will inform you of when the next Skills Test Tutorials will be taking place (free of charge). When

	you are ready to take your Skills Tests you need to book a slot at a centre online.
Step 6	If you have been required to complete a contrasting/second school placement, please email Rachel Klein <a href="mailto:racheljttp@lsjs.ac.uk">racheljttp@lsjs.ac.uk</a> with the completed Directed Task Booklet. If you are a subject specialist teacher, please email your signed teaching timetable to Rachel Klein. Jane Clist will check the successful completion of the Literacy and Numeracy Skills Tests.
Step 7	Rachel Klein will email the written task and mark scheme to you. Please email your completed essay to Rachel Klein <a href="mailto:racheljttp@lsjs.ac.uk">racheljttp@lsjs.ac.uk</a> at least one week prior to your initial visit.
Step 8	Rachel Klein will send the Head Teacher the Partnership Agreement and the School Based Mentor Quality Assurance Form. They need to sign and return this to Rachel. Rachel will email your mentor the A.O. Handbook.
Step 9	Please email the 3 recent lesson observations to Rachel Klein <a href="mailto:racheljttp@lsjs.ac.uk">racheljttp@lsjs.ac.uk</a> .
Step 10	Please refer to the JTTP Teachers' Standards folder expectation form.
Step 11	The £700 invoice will be sent. Please see step 2 for payment details. When payment is received, a member of the JTTP team will contact you and your mentor to arrange the initial visit for a mutually convenient date/time.
Step 12	Please ensure the security of your school is informed of the Professional Tutor visit and a car parking space (if possible) is provided. Please ensure all relevant documentation is easily available to be checked during the visit. Please ensure a quiet room is available/booked for the feedback and interview to take place.
Step 13	The £1700 invoice will be sent. Please see step 2 for payment details. When payment is received, a member of the JTTP team will contact you and your mentor to arrange the second visit for a mutually convenient date/time.
Step 14	Please refer to the JTTP Teachers' Standards folder expectation form.
Step 15	Please ensure the security of your school is informed of the Professional Tutor visit and a car parking space (if possible) is provided. Please ensure all relevant documentation is easily available to be checked during the visit. Please ensure a quiet room is available/booked for the feedback to take place.
Step 16	Jane Clist will formally register you with the DfE on to the AO Route and email you, your Head Teacher and mentor a confirmation letter.
Step 17	Please send your Head Teacher/Deputy HT lesson observation to Rachel Klein <a href="mailto:racheljttp@lsjs.ac.uk">racheljttp@lsjs.ac.uk</a>
Step 18	Please ensure the security of your school is informed of the Professional Tutor visit and a car parking space (if possible) is provided. Please ensure all relevant documentation is easily available to be checked during the visit. Please ensure your TS portfolio is available to be taken away for marking. Please ensure a quiet room is available/booked for the feedback to take place.
Step 19	Rachel Klein will send a pro-forma of the Head Teacher sign off letter and send the mentor report for completion to your mentor. These will need to be emailed back to Rachel <a href="mailto:racheljttp@lsjs.ac.uk">racheljttp@lsjs.ac.uk</a> .
Step 20	A member of the JTTP team will confirm to you, your mentor and Head Teacher that your A.O. programme has been successfully passed and they are recommending you to the Department for Education for the award of QTS. You will hear directly from the DfE once your QTS has been processed.