



Teaching
Agency

School Direct

Quick Start Guide for Schools

2014/15

February 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. With School Direct, schools can 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 directly with the provider on how the money for training should be divided.

Most importantly they can choose and recruit the candidate they want – the candidate their school needs, 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:

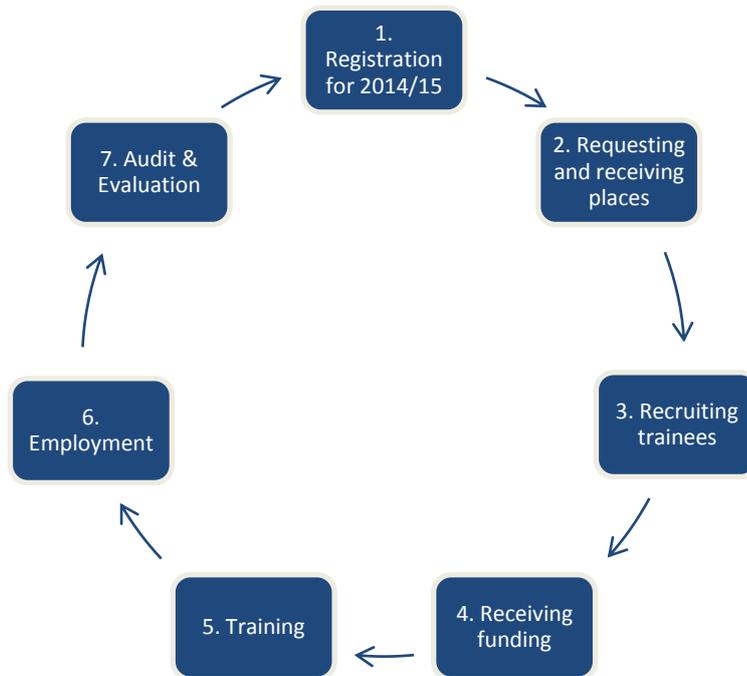
The majority of places available are for the **School Direct Training Programme** where schools take on trainees whose training is funded through the standard student support package of tuition fee loans, with training bursaries and scholarships available where eligible.

Schools may also request **School Direct Training Programme (salaried)** places where the trainee is employed as an unqualified teacher. The Teaching Agency provides funding to the school to subsidise the trainee's salary and costs to achieve qualified teacher status (QTS). 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. Many schools have recognised the benefits of larger cohorts for School Direct across wider partnerships. It provides greater opportunities to share expertise and the employment expectation, implement efficient management and administration of the programme; and 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 capacity enhancements, making a key contribution to school improvement strategies.

The model for delivering School Direct is a seven step cycle, using evidence from each year to inform practice in the following year.

To access further information and documents referenced here please visit www.education.gov.uk/schooldirect.



1. Registration for 2014/15: from 25th February to September 2013

Schools are required to

- submit a short registration form that will notify the Teaching Agency of your intention to request places for 2014/15 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 2013/14, will be required to register.
- detail whether you are registering places on behalf of a wider partnership as a 'Lead School'¹ or would like to join a partnership.
- detail which type of School Direct places, phase and number of places your school / school partnership is interested in registering.
- if a Teaching School, name the type of alliance and whether there are any other Teaching Schools in the wider partnership.

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.

¹ The lead school is the school to which the Teaching Agency will allocate places and has overall responsibility for ensuring that the criteria for School Direct places are met.

- future employment needs to determine the number and type of places you wish to request.
- what training you want to provide your future teachers, including how much you want to deliver yourself and which accredited provider can best deliver the training you require.

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- A '[Key Questions to shape your School Direct Programme](#)' to help shape the vision for a School Direct programme across the partnership is available.
- [School case studies](#) for guidance on how other schools have developed their School Direct programme and overcame any challenges faced are available.
- Invitation to local events hosted by a Teaching Agency Professional Delivery Lead (PDL) to give an overview of the programme and provide networking opportunities with schools.
- A linking service for any schools that wish to join a partnership supported by a Teaching Agency Professional Delivery Lead.

2. Requesting and Receiving Places: from June to September 2013

Schools are required to

- submit your request for places on the system using the log in details provided after your registration.
- provide details on the type of School Direct places, phase and number of 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 which will need to ratify your request for places before submission.

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 that you are in a position to begin recruitment once allocations are made.

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- Guidance on how to complete the School Direct request form and details of criteria for prioritising allocations will be published when the request for places window opens.
- Continued access to a Teaching Agency Professional Delivery Lead.
- A Frequently Asked Questions document.

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

Schools are required to

- use the UCAS Teacher Training single application system to advertise vacancies and manage your applications. Further details will be provided by UCAS in Spring 2013.
- conduct a high quality, open and transparent recruitment process.
- ensure, with your provider, candidates meet the ITT eligibility and entry criteria as set out in the [ITT criteria](#) and [funding manuals](#).
- ensure trainees have passed the [professional skills tests](#) before they start a course.
- ensure candidates are aware of the fees they will be charged.
- 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 pay trainees at an advertised rate.

Schools should also consider

- whether you wish to participate in the [School Experience Programme](#) or [Primary Experience Programme](#) to help attract and talent scout trainees.

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- 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 Teaching Agency Professional Delivery Lead.

4. Receiving Funding

Schools are required to

- agree how funding will be divided between the lead school, other partner schools, and your provider and set this out in a partnership agreement.
- 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 has a free school meals (FSM) rate of 35% or more – as this may make those trainees eligible for an increase in their bursary for the School Direct Training Programme 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 Teaching Agency.

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 or the starting salary or training package on offer through the salaried route for the School Direct Training Programme (salaried).

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- A School Direct Operations Manual which sets out the guide to operational delivery of School Direct. The manual for 2014/15 will be available in autumn 2013 and detail how funding will be received.

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
 - 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

- how you can secure the training you want by referring to the '[Key Questions to shape your School Direct Programme](#)' document.
- learning from other schools' experiences and seeking advice from a Teaching Agency Professional Delivery Lead available at www.education.gov.uk/schooldirect.

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 the process by which you will employ them at the end of their training.
- 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 Teaching Agency 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.

This document is also available from our website at www.education.gov.uk/schooldirect.

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