



Teaching  
Agency

# School Experience Programme

**Information for participants**

## Preparing to get the most from your placement

As a participant on the School Experience Programme (SEP), it is up to you to make sure that your placement meets your needs and desired outcomes, whether you are looking to decide whether teaching is for you, have already made up your mind and are gaining experience to support your initial teacher training (ITT) application or you're thinking about returning to teaching.

You should discuss what you hope to achieve from your placement with your host school on day one, and bear in mind that if you do apply to ITT, you will be asked what you learnt from any school experience you have undertaken. If you are returning to teaching then you may find it useful to draw from this experience during job interviews.

During your school experience placement, you will be considered a visitor and will be expected to set an example to the pupils. Your host school could cancel your placement if you do not behave professionally at all times.

## Before your school placement

Before your placement begins, you should contact your host school to check who to ask for and what time to arrive.

Every school will have its own dress policy, but some general guidelines are:

- Business dress should be worn at all times i.e. a smart suit, shirt and tie, etc.
- Open toe shoes are not acceptable.
- Remove any visible piercings.
- Hair styles should be conventional with no bright dyes.

## Your school experience placement

Day one of your placement will include lesson observations and an opportunity to talk to teachers about day-to-day school life. If you need a more in-depth and complete experience you may be able to agree additional days - up to ten days in total - with your host school.

If you arrange additional placement days, the school may require and submit a Criminal Records Bureau (CRB) check on your behalf. This could take up to four weeks to process and will be paid for by the Teaching Agency (TA). Details of the documents you are required to provide for a CRB check are available at DirectGov:

[http://www.direct.gov.uk/en/Employment/Startinganewjob/DG\\_195811](http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811)

Once the Criminal Records Bureau has confirmed your clearance you should contact the school to arrange the further dates.

If your placement lasts more than five days, we will pay a contribution to cover your costs (£20 per day for days six - ten). This will be paid to you by the school once your placement is complete.

## **Important note: Safeguarding Children**

Schools have a duty to safeguard the welfare of their pupils by maintaining a safe learning environment. If, during your placement, you see anything which concerns you, you should report this to the headteacher or to your SEP contact. If you extend your placement you should read the guidance at: <http://www.isa.homeoffice.gov.uk>

## **After your placement**

Once you have completed your placement you will receive an automated evaluation form by e-mail. Your feedback is important to us as it will help us to keep developing and improving the programme in the future, so we ask that you complete the evaluation form within 10 days. Your form will remain anonymous and will not be shared with your host school.

## **Contact information**

If you need to contact us about the School Experience Programme please call the Teaching Information Line on 0800 389 2500 or visit [www.education.gov.uk/teachsep](http://www.education.gov.uk/teachsep) for more information.



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