



## Service Level Agreement AY2020/21

### Access to DfE's International Teacher Recruitment Provision

This page outlines the **key** responsibilities of schools participating in the programme. Full requirements and responsibilities of all parties can be found within the pages that follow (**section 7** outlines the school's full responsibilities).

### Outline of School Responsibilities

- Schools must meet all recruitment agency communication requests and deadlines e.g. role requirements, interview feedback.
- Teachers must be allocated an experienced named mentor at the time of contract award and mentor details must be provided to recruitment agency and acclimatisation provider.
- Changes to named mentors must be communicated to the acclimatisation provider and recruitment agency immediately.
- Mentors must be allocated time to attend programme induction training and complete termly progress checks with teachers to be shared with acclimatisation provider.
- Weekly one-to-one mentor meetings and coaching style lesson observations must be scheduled during the first term (to include joint planning/behaviour management support etc.) After the first term, frequency of mentor meetings and observations can be adjusted to suit the teacher's requirements.
- Peer-to-peer lesson observations must be timetabled during the first term.
- All key school policy and curriculum documents must be shared with the teacher before their start date (e.g. behaviour policy, dress code, absence policy, schemes of work, exam specifications etc.)
- During school induction, teachers must be trained to use school specific software (SIMs/CPOMs etc.) Teachers must be provided with the necessary log-in details on the first day of teaching.
- Teachers must be released for three bespoke CPD events (to take place across the academic year). Additionally, teachers who start in post after September must be released to attend an acclimatisation event (of at least a day), which may take place during term time.
- Schools must meet all communication requests from the DfE and providers on the programme e.g. termly surveys/annual surveys/exit interviews.
- Any concerns regarding placement must be communicated to the recruitment agency and acclimatisation provider as soon as they arise. **Especially absences of more than one week.**