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Education, People & Business

# Education Procedure Manual 2/16

## PROBATIONER TEACHERS

For

**Teachers and Employees on Scottish Negotiating Committee  
for Teachers (SNCT) Conditions of Service**

**Effective from: August 2024**

Education, People & Business



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### Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
-	Aug 2005	Transfer to new template Updating job title terminology Confirming up to date references	30/05/2024	1.0

### GDPR Statement

East Dunbartonshire Council holds, uses, and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our [website](#).

### Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management

### 1.0 Purpose

- 1.1 This Procedure Manual details the procedures, processes and support for Probationer Teachers who are working towards achieving the General Teaching Council for Scotland (GTCS) Standard for Full Registration in East Dunbartonshire Primary and Secondary schools.

### 2.0 Scope

- 2.1 This Procedure Manual applies to all Probationer Teachers seeking to achieve GTCS Full Registration, whether via the one-year Teacher Induction Scheme (TIS) or the Flexible Route (FR). The Procedure Manual provides advice and guidance for all staff supporting Probationer Teachers.

### 3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:

- [SNCT Handbook](#)
- [Equality Act 2010](#)
- [GTCS Standard for Full Registration](#)
- [GTCS Policy – Provisional Registration and Probationary Teaching Service](#)
- [GTCS Code of Conduct and Professionalism \(CoPAC\)](#)
- [GTCS Teacher Induction Scheme Deferral Policy](#)
- [GTCS Withdrawal Policy](#)
- [EDC Procedure Manual 2/18: Disciplinary Policy](#)
- [EDC Procedure Manual 3/47: Working Time Agreement](#)

### 4.0 Introduction

- 4.1 All newly qualified teachers in Scotland must complete a period of probationary service to show that they meet the mandatory GTCS Standard for Full Registration. Meeting this standard means they can take on the demands and responsibilities of teaching.
- 4.2 Two routes are available to complete this probationary service:
- The Teacher Induction Scheme (TIS)
  - The Flexible Route (FR)
- 4.3 The Teacher Induction Scheme provides a guaranteed 1-year full time training post in a Local Authority to every eligible student graduating with a teaching qualification from one of Scotland's Higher Education Institutions (HEI).
- 4.4 The Flexible Route is a way to complete Probationer service for teachers who:
- have decided to opt out of TIS
  - are not eligible to join TIS as detailed by the GTCS.
  - want the flexibility of working part-time

- want to complete their Probationer period somewhere other than a Scottish Local Authority school as detailed by the GTCS
- already hold Full Registration in one or more subject(s) / sectors and are looking to gain Professional Subject Registration in an additional subject

4.5 The expectations and support for TIS and FR Probationers differs, this Procedure Manual provides guidance for both.

4.6 Throughout the Probationer's journey, there are key members of staff available to support them:

- Probationer Supporter
- Probationer Regent (Secondary Schools only)
- Depute Head Teacher
- Head Teacher
- Probationer Manager

## 5.0 Standard for Full Registration

5.1 The Professional Standards for Scotland's Teachers describe teacher professionalism in Scotland; teacher's 'way of being'.

5.2 Refreshed and restructured Professional Standards were enacted on 2<sup>nd</sup> August 2021. Within the Standards, there are two benchmarks of competence relevant to Probationer Teachers:

- The Standard for Provisional Registration (SPR) is the benchmark of competence required by all student teachers at the end of Initial Teacher Education (ITE) who are seeking provisional registration with the GTCS
- The Standard for Full Registration (SFR) is the foundation of the Professional Standards and is the benchmark of competence required of all registered teachers in Scotland. It encompasses what it is to be a teacher in Scotland

5.3 The Professional Standards are underpinned by three interdependent themes; Professional Values, Learning for Sustainability and Leadership.

5.4 The Professional Standards are organised into interrelated categories over three sections:

- Being a Teacher (Professional Values and Professional Commitment, Leadership and Learning for Sustainability)
- Professional Knowledge and Understanding
- Professional Skills and Abilities

5.5 These elements are inherently linked to each other, and one aspect does not exist independently of others.

5.6 The Standard for Full Registration is the benchmark used to evaluate all areas of

practice throughout both the TIS and FR Probationer process. Probationers should make progress in all areas of the SFR.

- 5.7 The Local Authority Probationer Manager must be notified by the Head Teacher or Probationer Regent of any concerns in relation to a TIS Probationer not achieving the SFR prior to the submission dates of each of the TIS profiles; Early Progress Report, Interim 1 Profile, Interim 2 Profile (where applicable) and Final Submission of the Profile. The TIS Probationer Supporter should ensure the TIS Probationer is timeously informed of concerns through the TIS weekly meeting process
- 5.8 Any Probationer who is considered as requiring a higher level of support, Cause for Concern or Unsatisfactory should be notified no later than two weeks prior to the submission of each aspect of the TIS Profile. Probationers should be made aware of any concerns during their weekly probationer meeting.
- 5.9 The Local Authority Probationer Manager should be notified by Head Teachers of any Flexible Route Probationer undertaking work in their school.
- 5.10 If a Head Teacher, has any concerns regarding a Flexible Route Probationer not meeting the SFR, they should contact the Local Authority Probationer Manager for advice.
- 5.11 At any stage, in line with the Equality Act 2010, if any probationer advises of particular requirements to support a disability these will be considered and reasonable adjustments made. Head Teachers must seek advice from Human Resources to ensure the appropriate supports are provided and assessments carried out.

## 6.0 Code of Professionalism and Conduct

- 6.1 The Code of Professionalism and Conduct (CoPAC) sets out key principles and values for registered teachers in Scotland.
- 6.2 CoPAC makes clear to the professionals and members of the public about the standards of conduct and competence expected of registered teachers.
- 6.3 CoPAC sits within the wider framework of the Professional Standards and provides advice and guidelines for teachers.
- 6.4 CoPAC, with the exception of Part 3, applies to all Probationer Teachers in whatever educational context the teacher may work.
- 6.5 The Local Authority Probationer Manager must be notified of any concerns in relation to CoPAC.
- 6.6 Where potential breaches of CoPAC are identified, schools must follow EDC Procedure Manual 2/18: Disciplinary Policy.

## 7.0 Teaching Service

- 7.1 To meet the SFR, provisionally registered teachers require to undertake teaching

service that aligns with either the Primary or Secondary category of Provisional Registration.

- 7.2 Primary Education: An individual who is qualified to teach the entirety of the primary education curriculum, which in Scotland is referred to as 'broad and general' and usually applies in primary education contexts.
- 7.3 Secondary Subject Education: An individual who is qualified to teach their specialist subject as part of the secondary curriculum, which in Scotland consists of both a 'broad and general' and 'senior phase' of education and usually applies in secondary education contexts.
- 7.4 The length of teaching service for a provisionally registered teacher, with no previous teaching experience to be assessed to meet the Professional Standard for Full Registration, is a minimum of one school (academic) year of approximately 190 days as part of the Teacher Induction Scheme.
- 7.5 The academic year in East Dunbartonshire Council totals 195 days including 5 INSET days. Probationer Teachers are expected to have a teaching experience of 195 days.
- 7.6 The length of teaching service for provisionally registered teachers undertaking the Flexible Route is determined by the GTCS. This is dependent on the individual circumstances of the FR Probationer. The FR Probationer should seek advice from the GTCS as to the required number of teaching days.

## 8.0 Conditions of Employment: Teacher Induction Scheme

- 8.1 Annually, the GTCS will allocate Probationer teachers to each Local Authority according to the number of available vacancies.
- 8.2 Each allocated Probationer will be issued with a formal offer of a placement on the Teacher Induction Scheme by East Dunbartonshire Council. This will be a fixed term temporary training placement as detailed in the National Teacher Induction Scheme Placement Terms and Conditions of Employment, Fixed Term Temporary Employment.
- 8.3 The Fixed Term Temporary Employment is for the duration of one school academic session only. At the end of the period there is no right to employment, including competence and health extensions, within the Local Authority.
- 8.4 If a position is secured within the Local Authority for the sessions commencing after completion of the Probationary year, the TIS year does not contribute to continuity of service.
- 8.5 The Probationer Teacher hours of duty will be 35 hours per week to correspond with the working year for fully registered teachers, consisting of normally 195 days.
- 8.6 The Probationer Teacher will have a maximum class contact time of 0.8 full time equivalent (GTC Scotland endorsed). The class contact time must not fall below an average of 0.55FTE (12 hours and 33 minutes) during the Probationary Year.



- 8.7 Class contact time may be increased after Easter, but only if the Probationer teacher's progress is deemed satisfactory throughout the entirety of the TIS and there is agreement between the Probationer teacher and the school. Any increase beyond 0.8FTE after Easter, must be collapsible to ensure the Probationer Teacher can return to 0.8FTE, if required.
- 8.8 Primary Probationer Teachers should spend the whole of the 0.8FTE in one class.
- 8.9 Secondary Probationer Teacher timetables should be equivalent to a maximum of 0.8FTE of a full-time teacher's timetable. Where this is not possible, a minimum of 0.55FTE should be spent in the category and subject of registration.
- 8.10 Secondary Probationer Teachers should teach a spread of year groups. Where possible, a Secondary Probationer Teacher should teach Senior Phase. However, this is not a requirement for successful completion of the Probationary Year and will only be offered where it is practicable and meets the needs of the school.
- 8.11 Failure to meet the Standard for Full Registration, significant breaches of CoPAC resulting in Disciplinary processes, may result in the termination of the fixed term training placement.

### 9.0 Flexible Route Probationers

- 9.1 Probationers following the Flexible Route will often have different:
- amounts of teaching experience,
  - lengths of probationary service to complete
  - employment opportunities in their area
  - support networks available to them
- 9.2 When engaging staff in employment in schools, Head Teachers should ascertain if the member of staff is a Flexible Route Probationer.
- 9.3 The Local Authority Probationer Manager should be notified by the Head Teacher of any Flexible Route Probationer working in their school.

### 10.0 GTCS Registration

- 10.1 The appointment to the Probationer Teacher Induction Scheme is subject to proof of provisional GTCS Registration.
- 10.2 Probationer Teachers are responsible for the payment of their GTC Scotland fees prior to the start of the Teacher Induction Scheme year.
- 10.3 Provisional Registration must be maintained throughout the Teacher Induction year.

### 11.0 Probationer Supporters

- 11.1 All TIS Probationers have an entitlement to supporter time.



- 11.2 Supporters can be any member of staff who has the experience and skills to provide high quality support and mentoring to Probationers.
- 11.3 In secondary schools, the supporter will be a member of staff within the curricular department, where possible.
- 11.4 The Scottish Government provides funding to allow the Local Authority to cover the supporter role of 1 hour per week. The additional funding is allocated to the school management budget and it is the responsibility of the Head Teacher to ensure that supporter time is appropriately managed.
- 11.5 Flexible Route Probationers primary level of support is through discussion with colleagues, not a dedicated supporter. The supporter meetings section of the Flexible Route profile is not mandatory.

### 12.0 Teacher Induction Scheme Roles and Responsibilities

#### 12.1 The Probationer Teacher will:

- Plan, deliver, evaluate, and reflect on their practice using the Standard for Full Registration
- Accurately and honestly complete the GTCS TIS Probationer Profile meeting the deadlines determined by the Local Authority and GTCS
- Plan for, participate in and contribute to weekly supporter meetings in line with Local Authority and GTCS procedures. Record weekly supporter meetings in the TIS Profile reflecting on and actioning advice given
- Plan, deliver and participate in observed lessons reflecting on and actioning advice and feedback given. Record observed lessons in the TIS Profile
- Attend, participate in and reflect upon Professional Learning provided by the school, Local Authority and National providers
- Be proactive in seeking Professional Learning opportunities during the allocated Professional Learning time to further develop their knowledge and skills
- Maintain and develop their knowledge of pedagogy and subject knowledge
- Be receptive and open to feedback throughout the Teacher Induction Scheme
- Conduct themselves in a professional manner always abiding with CoPAC
- Follow and adhere to Local Authority and School policies

#### 12.2 The Probationer Supporter will:

- Maintain an up-to-date knowledge of the Standard for Full Registration
- Use the Standard for Full Registration to quality assure the Probationer's progress
- Co-ordinate and plan supporter meetings, lesson observations and professional learning opportunities for the Probationer in line with Local Authority procedures
- Coach and mentor the Probationer providing both support and challenge throughout the Teacher Induction Scheme

- Review the Probationer profile to ensure it accurately reflects the Probationer's development needs and meets the deadlines for submission as determined by the Local Authority and GTCS
- Monitor and review all paperwork in relation to the Probationer Profile
- Attend Supporter Professional Learning offered by the Local Authority
- Timeously liaise with the Senior Leadership Team/ Probationer Regent and the Local Authority Probationer Manager to raise concerns about a Probationer's competency or conduct

### 12.3 The Probationer Regent will:

- Maintain an up-to-date knowledge of the Standard for Full Registration
- Coach and mentor the Probationer providing both support and challenge throughout the Teacher Induction Scheme, when required
- Co-ordinate and plan supporter meetings, lesson observations and professional learning opportunities for the Probationer in line with Local Authority procedures, when required
- Organise and, where appropriate, deliver in school Professional Learning
- Review the Probationer profile to ensure it accurately reflects the Probationer's development and needs and meets the deadlines for submission as determined by the Local Authority and GTCS
- Monitor and review all paperwork in relation to the Probationer Profile
- Attend Supporter Professional Learning offered by the Local Authority, when required
- Timeously liaise with the Senior Leadership Team and the Local Authority Probationer Manager to raise concerns about a Probationer's competency or conduct.

### 12.4 Senior Leaders will:

- Observe Probationers as per the Local Authority procedures
- Liaise with Probationer Regents/Supporters to ensure that Probationers are meeting the Standard for Full Registration
- Provide wellbeing support for Probationers and/or supporters, if required
- Timeously raise concerns with the Local Authority Probationer manager about a Probationer's competency or conduct

### 12.5 The Local Authority Probationer Manager will:

- Provide advice and guidance to Probationers, Supporters, Probationer Regents and Senior Leaders in relation to all aspects of the Teacher Induction Scheme and Flexible Route
- Organise, facilitate, deliver, and review Local Authority Probationer Professional Learning
- Organise, deliver, and review Supporter Professional Learning

- Review Cause for Concern and Unsatisfactory Probationer Profiles
- Quality Assure the practice of Cause for Concern and Unsatisfactory Probationers
- Provide wellbeing support for Probationers, Supporters and Senior Leaders in relation to the Probationer process
- Liaise with the GTCS

### 13.0 Initial Teacher Education Profile

- 13.1 The Initial Teacher Education (ITE) Profile provides an important bridge between initial teacher education and probation. It not only offers a record of assessment of the Probationer teacher's competence, but also an indication of the strengths and development needs of the Probationer.
- 13.2 The ITE Profile should be available to view within the GTCS Probationer Profile. If it is not available, the supporter should ask the Probationer to provide a digital copy.
- 13.3 Where no ITE Profile is available, or further information is required about the Probationer's experience, copies of student placement reports can be requested from the Probationer.
- 13.4 Supporters and Probationer Regents should review the ITE Profile with the Probationer at the start of the Teacher Induction Scheme identifying any significant strengths and development needs.

### 14.0 Flexible Route Probationer Profile

- 14.1 Flexible Route Probationers should record their teacher service using the online profile system accessed through MyGTCS.
- 14.2 The FR Probationer is responsible for completing all sections of their profile with the exception of the Supporter section, which is not mandatory.
- 14.3 Head teachers must sign off the record of teacher service for a Flexible Route teacher who undertakes work in their school.
- 14.4 Senior Leaders/ Probationer Regents should review the Flexible Route Probationers profile if the FR Probationer is undertaking more than 20 days of teaching service in the school.
- 14.5 Senior Leaders/Probationer Regents should comment on the Probationer's key strengths and areas for development for service over 45 days.
- 14.6 If a school has concerns in relation to the FR Probationer profile, advice should be sought from the Local Authority Probationer Manager.
- 14.7 The timeline for submission of the Flexible Route Profile is determined by the GTCS.

### 15.0 GTCS Teacher Induction Scheme Probationer Profile

- 15.1 The maintenance and completion of the TIS Probationer Profile is the responsibility of the Probationer.
- 15.2 The Probationer Profile is submitted in two stages for those Probationers making satisfactory progress towards meeting the Standard for Full Registration.
- The Interim Profile charts the Probationer's progress during August to December and is submitted in early to mid-December
  - The Final Profile charts the Probationer's progress during January to May and is submitted in late May or early June
- 15.3 The Probationer will use their Profile to record:
- Personal Details
  - Initial Professional Development Action Plan (IPDAP)
  - Timetable
  - Professional Learning Experiences
  - Supporter Meetings
  - Teacher Observations
  - Professional Development Action Plan (PDAP)
- 15.4 The IPDAP is completed by the Probationer at the end of their ITE year. The IPDAP should be reviewed by the Supporter and Probationer and adapted to reflect the needs of the Probationer in relation to their school and the Standard for Full Registration.
- 15.5 If no IPDAP exists, it should be collaboratively created between the Supporter and Probationer.
- 15.6 The PDAP must be completed collaboratively between the Supporter and Probationer. It should reflect the strengths and development needs of the Probationer in relation to the Standard for Full Registration.
- 15.7 The Key Strengths and Areas for Development section of the Profile is the only section not completed by the Probationer. This section is written by the supporter in collaboration with the Probationer, Supporter, Probationer Regent and/or Head Teacher.
- 15.8 The Key Strengths and Areas for Development section focuses on the strengths and areas for report should be reviewed and discussed with the Probationer prior to submission.
- 15.9 The Interim 1 Profile is submitted in December to the GTCS. The date is determined each academic year by the Local Authority Probationer Manager in collaboration with the GTCS.
- 15.10 A recommendation will be made by the Probationer's supporter and Senior Leadership
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Team on submission of the Interim 1 Profile in December. Three options are available:

- Satisfactory: the Probationer will move to a Final Profile
- Cause for Concern: the Probationer will move to an Interim 2 Profile
- Unsatisfactory: the Probationer will move to an Interim 2 Profile

- 15.11 All Probationers must be aware by the middle of November the recommendation being considered for the Interim 1 profile. No Probationer should be informed of their recommendation for Interim 1 at the point of submission.
- 15.12 The Local Authority Probationer Manager must be made aware of any Probationer who will be recommended as either Cause for Concern or Unsatisfactory prior to the submission of the Interim 1 profile.
- 15.13 Probationers who are recommended as either Cause for Concern or Unsatisfactory at Interim 1 will move to an Interim 2 profile from January of the TIS year.
- 15.14 The Interim 2 Profile is submitted in March to the GTCS. The date is determined each academic year by the Local Authority Probationer Manager in collaboration with the GTCS.
- 15.15 The Final Profile is submitted in June to the GTCS. The date is determined each academic year by the Local Authority Probationer Manager in collaboration with the GTCS.
- 15.16 A recommendation will be made by the Probationer's supporter and Senior Leadership Team on submission of the Final Profile in June. Three options are available:
- Full Registration
  - Extension
    - Health and/or Competence
  - Cancellation
- 15.17 If a Probationer is identified as requiring an extension, they will be withdrawn from TIS once the Final profile is submitted. The Probationer will be required to source their own extension either in another Local Authority or through the Flexible Route.
- 15.18 An Early Progress Report (EPR) is submitted to the GTCS in September. It makes a recommendation of either satisfactory progress or requiring more support.
- 15.19 The Early Progress Report should be discussed and agreed with the Probationer and submitted to the Local Authority Probationer Manager.
- 15.20 The EPR must be signed by the Probationer, Supporter and the Head Teacher.
- 15.21 The Local Authority Probationer Manager submits the EPR to the GTCS.
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### 16.0 TIS Probationer and Supporter Weekly Meetings

- 16.1 Probationers are entitled to a weekly meeting with their supporter. The weekly meeting with the Probationer is pivotal to the programme of support as part of the Teacher Induction Scheme.
- 16.2 It is the supporter's responsibility to organise dates for meetings. The meetings should be organised at a planned time during the Probationer's 0.2FTE time, as a one-to-one meeting between the Probationer teacher and their supporter. Meetings should last for approximately one hour. Probationer supporter meetings should not take place in groups.
- 16.3 Supporter meetings should have a focus linked to the Standard for Full Registration and the Initial Professional Development Action Plan (IPDAP). In advance of the supporter meeting both the Probationer and supporter can agree the focus to ensure there is a balance of coaching and mentoring for the Probationer.
- 16.4 The GTCS determines the minimum number of meetings for each profile at the start of each academic session. The Local Probationer Manager will disseminate this information to all Probationers, Supporters and schools.
- 16.5 Probationers and supporters are required to meet the minimum number of meetings for each profile. Where necessary, more meetings may be required to support the needs of the Probationer. Additional meetings would be agreed by the Probationer and supporter.
- 16.6 All meetings should be documented using the templates provided by the Local Authority Probationer Manager.
- 16.7 The weekly meeting template is used to identify areas of prior learning, their impact and next steps. Areas for development are identified against the GTCS Standards, and added to the meeting template, including who will be responsible for implementing and the timescales for actioning.
- 16.8 Supporters take on a coaching and mentoring role to ensure that the conversation is focused on the Probationer's targets in line with the GTCS Standard for Full Registration.
- 16.9 Notes are taken by the Probationer and should be concise and factual. To manage workload, notes should be completed on the template during the meeting.
- 16.10 Any other points of discussion should be recorded at the end of the template. The Probationer teacher and supporter should agree the accuracy of the notes taken and sign the document. A digital copy of the document should be retained by both the supporter and the Probationer.
- 16.11 After the meeting, the Probationer should upload the contents of the weekly meeting to the relevant section of their Probationer Profile. Supporters should read the entries, ensuring they are an accurate reflection of the meeting before signing off the profile entry.



## 17.0 TIS Observations

- 17.1 Observations of the Probationer's learning and teaching are an essential and required element of the Teacher Induction Scheme.
- 17.2 The GTCS determine the minimum number of required observations during the Probationary Year:
  - Interim 1 Profile (August to December); a minimum of 5 observed teaching sessions
  - Interim 2 Profile (January to March); a minimum of 3 observed teaching sessions
  - Final Profile (January to June); a minimum of 4 observed teaching sessions
- 17.3 The minimum number of required observations are subject to change by the GTCS. Increases or decreases to the number of observations will be communicated to schools by the Local Authority Probationer Manager.
- 17.4 The majority of observations should be undertaken by supporters. A member of the Senior Leadership team must observe the Probationer, at least once, for each Profile submission. Where possible, this should be the Head Teacher.
- 17.5 Where necessary, additional observations of the Probationer can be undertaken to support completion of each profile submission.
- 17.6 If a Probationer is identified as Cause for Concern or Unsatisfactory, additional observations must be undertaken. The Local Authority Probationer Manager, or their representative, will observe the Probationer. A member of the school's Senior Leadership Team, where possible the Head Teacher, should observe the Probationer.
- 17.7 All record of observations should be used using the Local Authority 'Probationer Observed Teaching Session' template. It should state which Standards for Full Registration form the focus of the observation. Areas of strength and areas for development should be identified and noted. Areas not covered under the Standards for Full Registration can also be recorded.
- 17.8 The observation record should be signed by both the Probationer and observer. A digital copy must be retained by both the Supporter and the Probationer.
- 17.9 The Probationer is responsible for uploading the record of their observation to their Profile. Supporters should read the observation entry ensuring they are an accurate reflection of the observation before signing it off on the Probationer Profile.
- 17.10 Observations should take place every three weeks, where possible.
- 17.11 Observations should be planned in collaboration with the supporter.
- 17.12 The focus of the observation should be agreed in advance and will usually arise from the PDAP.



- 17.13 The observation will include observation of direct teaching and pupil learning. The observer will both observe and engage with pupils throughout the lesson.
- 17.14 Following the observation, at an agreed time, the observer and the Probationer will meet to discuss the observation. This can take place outwith the scheduled weekly meeting.
- 17.15 Feedback from the observation will include the opportunity to discuss strengths as well as discuss areas for development.
- 18.0 Local Authority Probationer and Supporter MS Teams**
- 18.1 Probationers and supporters should ensure they are a member of either the East Dunbartonshire Probationer MS Team or the East Dunbartonshire Supporter MS Team. Updates from the Local Authority Probationer Manager, the GTCS, required paperwork and online Professional Learning are shared within these Teams.
- 19.0 Professional Learning**
- 19.1 Engaging in Professional Learning encourages Probationers to consider and develop their professional knowledge ensuring their practice is current and critically informed.
- 19.2 Probationers must engage in Local Authority Child Protection training at the start of the school session. This will be delivered by the Senior Leadership Team in their own school.
- 19.3 It is essential that Probationer Teachers participate in regular, high quality professional learning in order to enhance and develop their professional knowledge and practice to improve the quality of their learning and teaching.
- 19.4 The Local Authority will provide and deliver a comprehensive programme of Professional Learning throughout the school session. This will align with the Local Authority Education Service Plan, National Priorities and the GTCS Standard for Full Registration.
- 19.5 The Local Authority Probationer Manager will identify the day of the week which all Primary Probationer Professional Learning will take place. This will be shared with all Primary schools in advance of the new school session.
- 19.6 Each Secondary Probationer Professional learning session will be offered twice to support cover needs within the sector. The days offered will differ throughout the session.
- 19.7 Attendance at Local Authority Professional Learning is compulsory for all TIS Probationers. Schools are responsible for ensuring appropriate cover is in place to allow Probationers to attend.
- 19.8 Probationers are responsible for recording all Professional Learning in their Probationer profile.
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19.9 Flexible Route Probationers should attend TIS Probationer Professional Learning only when they are employed on an extended term contract and the school is able to provide cover for the FR Probationer to attend.

## 20.0 Professional Learning – Practitioner Enquiry

20.1 The expectation that the teaching profession develop an enquiring disposition towards their professional practice is embedded throughout the Professional Standards.

20.2 All TIS Probationers are required to undertake a Probationer Enquiry during January to March.

20.3 An overview and guidance of the process and expectation is provided to all Probationers by the Local Authority Probationer Manager and the Educational Psychology Team.

20.4 All Probationers will upload their completed Practitioner Enquiry to the Local Authority Probationer Team.

20.5 All Probationers will share their Practitioner Enquiry at a Celebration Event organised by the Local Authority at the end of the school session.

## 21.0 Deferrals

21.1 If a Probationer does not wish to continue their Teacher Induction Scheme, a deferral request should be made to the GTCS, no later than 30<sup>th</sup> November.

21.2 A Probationer considering deferring their Teacher Induction Scheme must inform their school's Head Teacher and the Local Authority Probationer Manager.

21.3 Probationers must meet the eligibility criteria as set out by the [GTCS Teacher Induction Scheme Deferral policy](#).

21.4 A GTCS panel will decide if a deferral will be granted.

## 22.0 Withdrawals

22.1 Probationers may withdraw from the Teacher Induction Scheme to follow the Flexible Route or to leave teaching.

22.2 The Local Authority Probationer Manager should be informed of any Probationer who is considering withdrawing from TIS.

22.3 The Probationer should refer to the [GTCS Withdrawal Policy](#).

22.4 The Probationer will be required to submit the GTCS withdrawal request form to the Local Authority Probationer Manager. Once this has been received, and the Probationer has completed their 4 week notice period, the Local Authority Probationer Manager will withdraw the Probationer from the Teacher Induction Scheme.

22.5 If the Probationer is withdrawing to follow the Flexible Route, the Local Authority Probationer Manager, will confirm the number of teaching days that have been satisfactorily completed. Only service that has been confirmed as satisfactory by the school and the Local Authority Probationer Manager can be transferred to the Flexible Route.

### 23.0 TIS Extensions and Removals

23.1 Probationers on the Teacher Induction Scheme can be recommended for one of three extensions on completing the year long placement: competence, health or health and competence.

#### 23.2 Competence Extension

23.2.1 Competence extensions are recommended when the Local Authority:

- considers a Probationer to be making progress towards the Standard for Full Registration
- think that the Probationer needs an extended period of time to evidence that they have met all areas of the SFR
- and are confident that by the end of the recommended extension, the Probationer will meet all areas of the SFR.

23.2.2 The Local Authority Probationer Manager must be notified as early as possible of any Probationer who may be recommended for a competence extension.

23.2.3 East Dunbartonshire Council will not offer a placement for a competence extension; therefore the Local Authority Manager will withdraw the Probationer from the Teacher Induction Scheme.

23.2.4 The supporter, Probationer Regent (where applicable) and the Head Teacher of the Probationer's school will complete a Case Overview Report to support their recommendation of a competence extension.

#### 23.3 Health Extension

23.3.1 A health extension is not required until the number of days of absence exceeds 20. Days of absence may include but not restricted to maternity leave, paternity leave, illness, bereavement leave, family emergency leave or jury duty.

23.3.2 The Local Authority Manager must be notified as early as possible of any Probationer who may be recommended for a health extension.

23.3.3 East Dunbartonshire Council will not offer a placement for a health extension, therefore the Local Authority Probationer Manager will withdraw the Probationer from the Teacher Induction Scheme.

## 23.4 Health and Competence Extension

### 23.4.1 Health and Competence extensions will be required when:

- a Probationer has missed more than 20 days of their placement, and
- they need more time to evidence that they have met all areas of the SFR.

23.4.2 The Local Authority Manager must be notified as early as possible of any Probationer who may be recommended for a combined health and competence extension.

23.4.3 East Dunbartonshire Council will not offer a placement for a combined health and competence extension, therefore the Local Authority Probationer Manager will withdraw the Probationer from the Teacher Induction Scheme.

23.5 Removal of registration is recommended at final profile when the Local Authority is confident the Probationer will not achieve the SFR even with an extension period.

23.6 The Local Authority Probationer Manager must be notified as early as possible of any Probationer who may be recommended for removal of registration.

23.7 The supporter, Probationer Regent (where applicable) and the Head Teacher of the Probationer's school will complete a Case Overview Report to support their recommendation of removal of registration.

## 24.0 Action Plans

24.1 All Probationer's who are identified as requiring a higher level of support at Early Progress and/or are identified as Cause for Concern or Unsatisfactory at Interim 1 or Interim 2 should have an action plan.

## 25.0 Case Overview Report

25.1 The Case Overview Report for Competence Referrals is a GTCS document required for any Provisionally Registered Teacher who does not meet the Standard for Full Registration and requires a period of extension or is being considered for removal from registration.

25.2 The Case Overview Report is completed by the Probationer's supporter in collaboration with the Senior Leadership Team of the school and the Local Authority Probationer Manager.

25.3 The Case Overview Report should provide a detailed explanation of the areas of the SFR the Probationer has not achieved accompanied by supporting evidence.

25.4 Case Overview Reports will be reviewed by the Local Authority Probationer Manager in collaboration with the school.

25.5 The Probationer will be provided with a copy of the Case Overview Report prior to submission to the GTCS.

- 25.6 The Local Authority Probationer Manager will submit the Case Overview Report to the GTCS.
- 25.7 The Case Overview Report document is available in the Local Authority Probationer Supporter Team or on the GTCS website.