LEEDS BECKETT UNIVERSITY

**2017/18 Recruitment Pack Part 2**

[V4: 15/05/2017] www.leedsbeckett.ac.uk

# Contacts

## Dean of School

**Professor Damien Page** **Dean of School**

 damien.page@leedsbeckett.ac.uk

## Principal Lecturers & Academic Leads

**Nick Mitchell** **Partnership Development/Engagement & Mentor Training**

 n.n.mitchell@leedsbeckett.ac.uk

 0113 81 23544

**Graham Parton Head of ITE**

 g.parton@leedsbeckett.ac.uk

 0113 81 23773

**Louise Nelson Head of Primary & Early Years (3-11)**

l.nelson@leedsbeckett.ac.uk

 0113 81 23529

## Carnegie Partnership & Employability Unit

G02 Carnegie Hall, Leeds Beckett University, Headingley Campus, Leeds, LS6 3QQ

carnegie.partnerships@leedsbeckett.ac.uk

 0113 81 21761

## Other Useful Contacts

**Kay Bastable Employability Coordinator (Sport)**

placementswork@leedsbeckett.ac.uk

 0113 812 6718

**Mary Strode Principal Consultant & Strategic Lead**

(Carnegie Leaders in Learning)

carnegieleaders@leedsbeckett.ac.uk

0113 81 27540

CONTENTS PAGE

[Contacts II](#_Toc475958673)

[Dean of School II](#_Toc475958674)

[Principal Lecturers & Academic Leads II](#_Toc475958675)

[Carnegie Partnership & Employability Unit II](#_Toc475958676)

[Other Useful Contacts II](#_Toc475958677)

[Teacher Education ITE Placement Request Form 2018 IV](#_Toc475958678)

[Primary Education (5-11) three year route V](#_Toc475958679)

[Postgraduate Primary Education (5-11) VI](#_Toc475958680)

[Postgraduate Primary Education with PE (5-11) VII](#_Toc475958681)

[Early Childhood Education (3-7) three year route VIII](#_Toc475958682)

[Early Childhood Education (3-7) two year route IX](#_Toc475958683)

[Postgraduate Primary Education (Early Years, 3-7) X](#_Toc475958684)



# Teacher Education ITE Placement Request Form 2018

|  |
| --- |
| **Information about the School or Setting** |
| Complete this form to ensure that we have accurate and up to date contact details for your school/setting.  |
| **Establishment Name** |       |
| **Address** |       |
| **Phone Number** |       | **Fax Number** |       |
| **Office Email**  |       |
| **Website Address** |       |
| **Staff details** | **Attended Mentor Training at Leeds Beckett in the last 3 years?** |
| **Head teacher / Manager** |       | Yes [ ]  No [ ]  |
| **ITE Co-ordinator****(or main contact name for ITE)** |       | Yes [ ]  No [ ]  |
| **ITE Co-ordinator’s Email** |       |
| **Names of other Mentors** |       | Yes [ ]  No [ ]  |
| **Additional information** |
| **Status** | Local Authority Controlled [ ]  | Federation [ ]  | Independent [ ]  | Stand-alone Academy [ ]  |
| **Name of Federation or Authority** |  |
| **Percentage of EAL** |       | **Age Range** |       |
| **Percentage of SEN** |       | **Approx. number of Pupils** |       |
| **Percentage of Free School Meals** |       | **Religious Affiliation (If any)**  |       |
| **School type: i.e. J&I, Primary** |       | **Location/Setting**  | Rural [ ]  Urban [ ]  |
|  |
| **Indicate your ITE offers on the reverse of this form** |
| Are you in a position to confirm your offers? If so, complete and return the reverse of the form: | Yes [ ]  No [ ]  |
| We are not currently in a position to confirm any offers but are interested, please contact us after this date to discuss further: |       |
| We are not in a position to offer any placements to Leeds Beckett University at all in 2017/18: | Yes [ ]  No [ ]  |

## Primary Education (5-11) three-year route

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Year/ Phase** | **Placement Dates** | **Key Stage****Required** | **% of weekly NQT teaching timetable taught by trainee** | **£ payment to school per trainee** | **Trainees to place** |
| **Activity** | **From** | **To** |
| **Primary Education (5–11) three year route** | Year 1(Holistic) | Holistic (3 weeks) | **13/11/2017** | **01/12/2017** | **Holistic(KS1 / KS2)** | Not applicable | **£50** | **100** |
| **Note to Schools: The year 1 placements are planned as a paired experience where trainees would normally be expected to complete both the Holistic and Main block in the same school.** |
| Year 1 (Phase 1) | Prep block (1 week)Main block (3 weeks) | **23/04/2018****30/04/2018** | **27/04/2018****18/05/2018** | **KS1 or KS2**  | Approx. 50% teaching (as a pair) & 30% classroom support | **£250** | **100** |
| Year 2(Phase 2) | Prep block (1 week)Main block (6 weeks) | **29/01/2018****05/02/2018** | **02/02/2018****23/03/2018** | **KS1 or KS2** | 60% | **£300** | **93** |
| **The trainee will need to complete 6 weeks teaching block between 05/02/2018 and 23/03/2018 and should follow your School’s half term.** |
| Year 3(Phase 3) | Prep block (1 week)Main block (7 weeks) | **16/10/2017****23/10/2017** | **20/10/2017****15/12/2017** | **KS1**  | 75% | **£500** | **81** |
| **The trainee will need to complete 7 weeks teaching block between 23/10/2017 and 15/12/2017 and should follow your School’s half term.** |

In the table below confirm the number of Primary Education (5-11) trainees you would like to host per year/phase and, where possible, indicate both the most likely Key Stage and Class Year group. If you are unsure of the groups then click the “TBC”. In any event all offers will be formally confirmed nearer the time of placement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year/Phase** | **Number of Trainees** | **KS1** | **Lower KS2** | **Upper KS2** | **Comments** |
| **Year 1 Holistic** | No. Trainees       | Class Year 1 [ ]  2 [ ]  TBC [ ]  | Class Year 3 [ ]  4 [ ]  TBC [ ]  | Class Year 5 [ ]  6 [ ]  TBC [ ]  |  |
| **Year 1/ Phase 1** | No. Trainees       | Class Year 1 [ ]  2 [ ]  TBC [ ]  | Class Year 3 [ ]  4 [ ]  TBC [ ]  | Class Year 5 [ ]  6 [ ]  TBC [ ]  |  |
| **Year 2/ Phase 2** | No. Trainees       | Class Year 1 [ ]  2 [ ]  TBC [ ]  | Class Year 3 [ ]  4 [ ]  TBC [ ]  | Class Year 5 [ ]  6 [ ]  TBC [ ]  |  |
| **Year 3/ Phase 3** | No. Trainees       | Class Year 1 [ ]  2 [ ]  TBC [ ]  | N/A | N/A |  |

**School Name:       School Address:**

**Signed:       Designation:       Date:**



##

## Postgraduate Primary Education (5-11)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Year/ Phase** | **Placement Dates** | **Key Stage****Required** | **% of weekly NQT teaching timetable taught by trainee** | **£ payment to school per trainee** | **Trainees to place** |
| **Activity** | **From** | **To** |
| **PGCE Primary Education (5-11)** | Phase 1  | 1 serial day: Wed 11/10/17Main Block (7 weeks) | **11/10/2017****16/10/2017** | **11/10/2017****08/12/2017** | **KS1** | 50%(This is a paired placement) | **£300** | **30** |
| **The trainee will need to complete 7 weeks teaching block between 16/10/2017 and 08/12/2017 and should follow your School’s half term.** |
| Phase 2 | Prep block (1 week)Main block (7 weeks) | **08/01/2018****15/01/2018** | **12/01/2018****09/03/2018** | **KS2** | 60% | **£300** | **30** |
| **The trainee will need to complete 7 weeks teaching block between 15/01/2018 and 09/03/2018 and should follow your School’s half term.** |
| Phase 3 | Prep block (1 week)Main block (9 weeks) | **19/03/2018****26/03/2018** | **23/03/2018****15/06/2018** | **KS1 or KS2** | 75% | **£500** | **30** |
| **The trainee will need to complete 9 weeks teaching block between 26/03/2018 and 15/06/2018 and should follow your School’s Easter break and half term.** |

In the table below confirm the number of PG Primary Education (5-11) trainees you would like to host per year/phase and, where possible, indicate both the most likely Key Stage and Class Year group. If you are unsure of the groups then click the “TBC”. In any event all offers will be formally confirmed nearer the time of placement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year/Phase** | **Number of Trainees** | **KS1** | **Lower KS2** | **Upper KS2** | **Comments** |
| **Phase 1** | No. Trainees       | Class Year 1 [ ]  2 [ ]  TBC [ ]  | N/A | N/A |  |
| **Phase 2** | No. Trainees       | N/A | Class Year 3 [ ]  4 [ ]  TBC [ ]  | Class Year 5 [ ]  6 [ ]  TBC [ ]  |  |
| **Phase 3** | No. Trainees       | Class Year 1 [ ]  2 [ ]  TBC [ ]  | Class Year 3 [ ]  4 [ ]  TBC [ ]  | Class Year 5 [ ]  6 [ ]  TBC [ ]  |  |

**School Name:       School Address:**

**Signed:       Designation:       Date:**



## Postgraduate Primary Education with PE (5-11)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Year/ Phase** | **Placement Dates** | **Key Stage****Required** | **% of weekly NQT teaching timetable taught by trainee** | **£ payment to school per trainee** | **Trainees to place** |
| **Activity** | **From** | **To** |
| **PGCE Primary Education with PE (5-11)** | Phase 1  | 1 serial day: Wed 11/10/17Main Block (7 weeks) | **11/10/2017****16/10/2017** | **11/10/2017****08/12/2017** | **KS1** | 50%(This is a paired placement) | **£300** | **20** |
| **The trainee will need to complete 7 weeks teaching block between 16/10/2017 and 08/12/2017 and should follow your School’s half term.** |
| Phase 2 | Prep block (1 week)Main block (7 weeks) | **08/01/2018****15/01/2018** | **12/01/2018****09/03/2018** | **KS2** | 60% | **£300** | **20** |
| **The trainee will need to complete 7 weeks teaching block between 15/01/2018 and 09/03/2018 and should follow your School’s half term.** |
| Phase 3 | Prep block (1 week)Main block (9 weeks) | **19/03/2018****26/03/2018** | **23/03/2018****15/06/2018** | **KS1 or KS2** | 75% | **£500** | **20** |
| **The trainee will need to complete 9 weeks teaching block between 26/03/2018 and 15/06/2018 and should follow your School’s Easter break and half term.** |

In the table below confirm the number of PG Primary Education with PE (5-11) trainees you would like to host per year/phase and, where possible, indicate both the most likely Key Stage and Class Year group. If you are unsure of the groups then click the “TBC”. In any event all offers will be formally confirmed nearer the time of placement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year/Phase** | **Number of Trainees** | **KS1** | **Lower KS2** | **Upper KS2** | **Comments** |
| **Phase 1** | No. Trainees       | Class Year 1 [ ]  2 [ ]  TBC [ ]  | N/A | N/A |  |
| **Phase 2** | No. Trainees       | N/A | Class Year 3 [ ]  4 [ ]  TBC [ ]  | Class Year 5 [ ]  6 [ ]  TBC [ ]  |  |
| **Phase 3** | No. Trainees       | Class Year 1 [ ]  2 [ ]  TBC [ ]  | Class Year 3 [ ]  4 [ ]  TBC [ ]  | Class Year 5 [ ]  6 [ ]  TBC [ ]  |  |

**School Name:       School Address:**

**Signed:       Designation:       Date:**



## Early Childhood Education (3-7) three-year route

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Year/ Phase** | **Placement Dates** | **Key Stage****Required** | **% of weekly NQT teaching timetable taught by trainee** | **£ payment to school per trainee** | **Trainees to place** |
| **Activity** | **From** | **To** |
| **Early Childhood Education (3–7) three year route** | Year 1(Holistic) | Holistic (3 weeks) | **13/11/2017** | **01/12/2017** | **Holistic(FS)** | Not applicable | **£50** | **28** |
| **Note to Schools: The year 1 placements are planned as a paired experience where trainees would normally be expected to complete both the Holistic and Main block in the same school.** |
| Year 1 (Phase 1) | Serial visits (1 day per week)Main Block (4 weeks) | **04/12/2017****23/04/2018** | **16/04/2018****18/05/2018** | **Foundation**  | Approx. 50% teaching (as a pair) & 30% classroom support | **£250** | **28** |
| Year 2(Phase 2) | Prep block (1 week)Main block (7 weeks) | **29/01/2018****05/02/2018** | **02/02/2018****23/03/2018** | **KS1** | 60% | **£300** | **22** |
| **The trainee will need to complete 6 weeks teaching block between 05/02/2018 and 23/03/2018 and should follow your School’s half term.** |
| Year 3(Phase 3) | Prep block (1 week)Main block (7 weeks) | **16/10/2017****23/10/2017** | **20/10/2017****15/12/2017** | **Foundation** | 75% | **£500** | **21** |
| **The trainee will need to complete 7 weeks teaching block between 23/10/2017 and 15/12/2017 and should follow your School’s half term.** |

In the table below confirm the number of Early Childhood Education (3-7) three year trainees you would like to host per year/phase and, where possible, indicate both the most likely Key Stage and Class Year group. If you are unsure of the groups then click the “TBC”. In any event all offers will be formally confirmed nearer the time of placement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year/Phase** | **Number of Trainees** | **Foundation** | **KS1** | **Comments** |
| **Year 1 Holistic** | No. Trainees       | Nursery [ ]  Reception [ ]  TBC [ ]  | N/A |  |
| **Year 1/ Phase 1** | No. Trainees       | Nursery [ ]  Reception [ ]  TBC [ ]  |  N/A |  |
| **Year 2/ Phase 2** | No. Trainees       | N/A | Class Year 1 [ ]  2 [ ]  TBC [ ]  |  |
| **Year 3/ Phase 3** | No. Trainees       | Nursery [ ]  Reception [ ]  TBC [ ]  | N/A |  |

**School Name:       School Address:**

**Signed:       Designation:       Date:**



## Early Childhood Education (3-7) two-year route

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Year/ Phase** |  | **Placement Dates** | **Key Stage****Required** | **% of weekly NQT teaching timetable taught by trainee** | **£ payment to school per trainee** | **Trainees to place** |
| **Activity** | **From** | **To** |
| **Early Childhood Education (3-7) 2 year route** | Year 1(Phase 1) | Serial visits (1 day per week)Prep block (1 week)Main Block (4 weeks) | **25/09/2017****09/10/2017****20/11/2017** | **17/11/2017****13/10/2017****15/12/2017** | **Foundation** | 50% | **£300** | **15** |
| Year 1(Phase 2) | Serial visits (1 day per week)Prep block (1 week)Main block (6 weeks) | **19/02/2018****26/02/2018****16/04/2018** | **13/04/2018****02/03/2018****25/05/2018** | **KS1** | 60% | **£300** | **15** |
| Year 2(Phase 3) | Serial visits (1 day per week)Prep block (1 week)Prep block (1 week)Prep block (1 week)Main block (7 weeks) | **02/10/2017****09/10/2017****08/01/2018****26/02/2018****26/03/2018** | **23/03/2018****13/10/2017****12/01/2018****02/03/2018****25/05/2018** | **FS OR KS1** | 75% | **£500** | **18** |
| **The trainee will need to complete 7 weeks teaching block between 26/03/2018 and 25/05/2018 and should follow your School’s Easter break.** |

In the table below confirm the number of Early Childhood Education (3-7) two-year route trainees you would like to host per year/phase and, where possible, indicate both the most likely Key Stage and Class Year group. If you are unsure of the groups then click the “TBC”. In any event all offers will be formally confirmed nearer the time of placement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year/Phase** | **Number of Trainees** | **Foundation** | **KS1** | **Comments** |
| **Year 1/ Phase 1** | No. Trainees       | Nursery [ ]  Reception [ ]  TBC [ ]  | N/A |  |
| **Year 1/ Phase 2** | No. Trainees       | N/A | Class Year 1 [ ]  2 [ ]  TBC [ ]  |  |
| **Year 2/ Phase 3** | No. Trainees       | Nursery [ ]  Reception [ ]  TBC [ ]  | Class Year 1 [ ]  2 [ ]  TBC [ ]  |  |

**School Name:       School Address:**

**Signed:       Designation:       Date:**



##

## Postgraduate Primary Education (Early Years, 3-7)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Year/ Phase** | **Placement Dates** | **Key Stage****Required** | **% of weekly NQT teaching timetable taught by trainee** | **£ payment to school per trainee** | **Trainees to place** |
| **Activity** | **From** | **To** |
| **PGCE Primary Education (Early Years, 3-7)** | Phase 1  | 1 serial day: Wed 11/10/17Main Block (7 weeks) | **11/10/2017****16/10/2017** | **11/10/2017****08/12/2017** | **Foundation** | Working towards 50% | **£300** | **20** |
| **The trainee will need to complete 7 weeks teaching block between 16/10/2017 and 08/12/2017 and should follow your School’s half term.** |
| Phase 2 | Prep block (1 week)Main block (7 weeks) | **08/01/2018****15/01/2018** | **12/01/2018****09/03/2018** | **KS1** | Working towards 60% | **£300** | **20** |
| **The trainee will need to complete 7 weeks teaching block between 15/01/2018 and 09/03/2018 and should follow your School’s half term.** |
| Phase 3 | Prep block (1 week)Main block (9 weeks) | **19/03/2018****26/03/2018** | **23/03/2018****15/06/2018** | **FS or KS1** | 75% | **£500** | **20** |
| **The trainee will need to complete 9 weeks teaching block between 26/03/2018 and 15/06/2018 and should follow your School’s Easter break and half term.** |

In the table below confirm the number of PG Early Childhood Education (3-7) trainees you would like to host per year/phase and, where possible, indicate both the most likely Key Stage and Class Year group. If you are unsure of the groups then click the “TBC”. In any event all offers will be formally confirmed nearer the time of placement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year/Phase** | **Number of Trainees** | **Foundation** | **KS1** | **Comments** |
| **Phase 1** | No. Trainees       | Nursery [ ]  Reception [ ]  TBC [ ]  | N/A |  |
| **Phase 2** | No. Trainees       | N/A | Class Year 1 [ ]  2 [ ]  TBC [ ]  |  |
| **Phase 3** | No. Trainees       | Nursery [ ]  Reception [ ]  TBC [ ]  | Class Year 1 [ ]  2 [ ]  TBC [ ]  |  |

**School Name:       School Address:**

**Signed:       Designation:       Date:**



What happens next?

The following diagram is a guide. All placements will be confirmed both at the point at which the offer is received and at least once more after the vacation at the beginning of a new the new academic year.