Name of Applicant:

Intended Start Date:

Name of School:

To the Applicant:

As part of the application process for our Assessment Only Route (AO), we require a confirmation from your school that you will receive full support throughout the Route and that the fees for the Route have been agreed. Before registration with the DfE’s Teacher Regulation Agency (TRA) we will require:

* Testimony from the employing and second school with an official school stamp confirming:
 i. your dates of employment (minimum of 20 days required in your second school; minimum of 30 days mainstream required if you are teaching in an alternative provision )
 ii. full responsibility for whole class planning, teaching and assessing pupils
 iii. that your teaching is consistently good or better
 iv. that section 2 of the Teachers’ Standards are met
* Certified copy of the original certificate of your:
 i. ordinary degree or above or equivalent qualification or ENIC (formerly NARIC)Statement of Comparability
 ii. Maths & English (& Science for primary applicants) GCSE qualifications at a Grade C/level 4 or above or an equivalency test or ENIC Statement of Comparability
 iii. Fundamental maths assessments and an English audit will be reviewed throughout the Route.
 iv. evidence of any name change (e.g. marriage certificate)and proof of identity (e.g. passport)
* Your evidence for meeting the Teachers’ Standards must be graded good or better
* Confirmation that you meet the DfE requirement to be physically and mentally fit to teach

**This form must be reviewed and signed by the Head Teacher at your employing school.**

**This form must be completed and returned to Tes Institute via your online application form before you submit your completed application. Failure to do so will cause delays in processing your application.**

To the School:

Below is information regarding our Assessment Only Route.

The Assessment Only (AO) Route is designed for those staff teaching in schools who would be eligible to gain Qualified Teacher Status (QTS) without undertaking further training before the QTS assessment. Typically this will require teaching experience of a minimum of 2 years to be eligible. This programme length is usually no more than 3 months for the assessment period.

Assessment Only Route

We would be grateful if you would confirm that you are willing to support the above-named applicant throughout the Route with the following:

* the responsibilities and conditions detailed in the agreement below;
* the day-to-day support necessary to successfully complete the Route. This includes a teaching role and other wider school experiences that enable the applicant to provide evidence that they meet all of the Teachers’ Standards;
* the time and support needed for the KIT meeting and the Pre-Entry Assessment Visit (PEAV) by the applicant’s Pathway Tutor.
* an appropriate teaching timetable (at a minimum of 50% of a usual main scale teacher’s timetable) with responsibility for teaching, planning, marking, data-tracking, and reporting on and assessing the pupils across their chosen age range (and to the nationally expected ability range for this age range), predominantly in their chosen subject (if secondary), or if primary in the core and a range of non-core foundation subjects;
* appointing a suitable (in terms of the nominated teacher’s knowledge, experience and skills) subject/phase teacher of acting as the school mentor who must hold QTS to the applicant for the duration of the Route. This includes ensuring the school mentor is allowed sufficient time and resources to hold weekly mentor meetings and formal lesson observations and can support the candidate by providing the appropriate evidence required to show they meet the Teachers’ Standards;
* appointing an appropriate senior member of staff to oversee the Route within the school;
* signing the Confirmation of Support Form as part of the application process.

Assessment Only Route Expectations

At the Enrolment visit, it is expected that the applicant and the school will ensure that supporting evidence for the following criteria will be made available:

* first degree;
* GCSE or equivalent at Grade C/level 4 in Maths, English and, if the applicant is applying for Primary, Science;
* teaching timetable with responsibility for planning, teaching & assessing pupils in their class(es);
* teaching that consistently achieves or exceeds expectations (minimum of 6 formal lesson observations required);
* significant teaching experience across their subject/phase (typically two years with full responsibility for planning, teaching and assessing whole classes);
* a second school testimony to clarify the applicant has taught in 2 or more schools;
* passes in our fundamental maths assessment and completion of the Fundamental English audit

The Route fees must be paid in full by the party or parties responsible for payment, in accordance with the terms set out in the AO Route Agreement. All Assessment Only Route fees will be due following the Pre-Entry Assessment Visit.

If the applicant decides to withdraw or defer their place on the Route *after* PEAV takes place, this will incur a fee of £500 to cover the costs of the visit.

If a candidate fails to continue the Assessment Only Route following the KIT interview, they will be liable for a fee of £250 plus VAT. If after the Pre-Entry Assessment Visit, a fee of £500 plus VAT must be paid.

Fees can be paid by the school and/or applicant.

* By signing this form I confirm that I have read in full and agree to:
* the above terms in this Confirmation of School Support Form
* the [Tes Global terms and conditions](http://www.tesglobal.com/content/terms-conditions)
* the terms and conditions of the relevant agreement (see below)[Assessment Only Partnership agreement](https://docs.google.com/document/d/1ixD5kpAnbytUUyaU2q0XfN_vE24abdlhBBmsROn5gDA/edit?usp=sharing)
* By signing this form I confirm that:
* the applicant is presently employed at our school/has been employed between the dates shown below;
* the applicant meets Part 2 of the Teachers’ Standards
* the applicant has sufficient written and verbal English language skills to enable them to undertake the AO Route successfully;
* the applicant has a current DBS certificate;
* the applicant has exemption from the Prohibited List;
* the applicant has completed a Health Declaration Form and has demonstrated that they have the mental and physical capacity to teach
* our school confirms exemption from The Childcare (Disqualification) Regulations 2009/Childcare Act 2006 for Primary candidates
* the school and Tes Institute work as partners to select, support and assess applicants;
* the school engages with Tes Institute’s quality assurance procedures.
* we have evidence that the applicant has met the Teachers’ Standards
* I have seen the applicant’s original degree and GCSE/equivalent certificates.

Signed by the **School Head Teacher:**

| School Name:  |
| --- |
| School Address: |
| School’s Ofsted Rating and date: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ If your school’s Ofsted status is ‘Requires Improvement’ please confirm that your school has the capacity to support the AO candidate: *please delete as appropriate*  YES / NOIf your school is in ‘Special Measures’ or ‘Serious Weaknesses’ please explain why someone preparing for AO QTS Assessment would not be disadvantaged in your school:  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  You must advise Tes Institute if your Ofsted status changes and if you are not permitted to employ Newly Qualified /ECT. |
| Applicant employment dates in current school: From: To: |
| Telephone: |
| Contact Name (print): |
| Contact Title (print): |
| Confirmation of applicant’s teaching experience in current school (terms and hours per week) for the activities below. Complete all sections please even if zero. 1.Independently teaching whole classes: \_\_\_\_\_\_\_\_\_\_terms \_\_\_\_\_\_\_\_\_\_\_hours p.w.2. Independently teaching groups:\_\_\_\_\_\_\_\_\_\_\_terms \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours p.w.Total teaching % of a full time timetable:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**I confirm that I recommend the applicant as being ready for the QTS Assessmen**t. |
| Signature: |
| Date: |

Signed by the **Applicant**:

| Name (print) |  |
| --- | --- |
| Signature |  |
| Date |  |

**Programme Fees:**

| Assessment Only Programme | £3,000 + VAT |
| --- | --- |

| Applicant: Please confirm the percentage to pay |  % |
| --- | --- |
| School: Please confirm the percentage to pay |  % |
| School Finance Details (If school are contributing) | Name: Email address: |
| Applicant:(Name) | ApplicantSignature: |
| Headteacher (Name) | Headteacher Signature: |

**Please note the following:**

If a candidate fails to continue the Assessment Only Route following the KIT interview they will be liable for a fee of £250 plus VAT. If after the Pre-Entry Assessment Visit a fee of £500 plus VAT must be paid.

**International candidates : additional costs for your Pathway Tutor and QTS assessor visits**

An invoice will be sent to whoever is funding your programme (you or your school) for the cost of visits made by your Pathway Tutor and QTS assessor if travel is required to visit you. The invoice will include flights, travel time, ground transport, accommodation, sustenance and any other related costs. We try to allocate Pathway Tutors and Assessors as geographically close as possible, but this can’t be guaranteed. It is essential that you take these costs into account when planning how you will fund the Assessment Only Route. These costs are not part of this financial agreement.