



**SPENCER**  
APPRENTICESHIPS

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# Spencer Apprenticeship Programmes

*Recruitment Pack*

ASPIRATION | PARTNERSHIP | RESPONSIBILITY



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## About Us

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Spencer Apprenticeships is committed to high quality professional training for the education sector, supporting excellence in education and securing best possible outcomes for learners.

We are a part of the Spencer Academies Trust, which has an excellent reputation for initial teacher training through its main arm of work, the George Spencer SCITT. Spencer Apprenticeships are pleased to offer the Teacher Apprenticeship, a salaried route into teaching securing Qualified Teacher Status (QTS) within 1 year.

In our first year, we are offering our trust and SCITT partner schools this exclusive training opportunity to help grow members of our teams, such as teaching assistants and unqualified teachers, to take the next step in their professional journey. The programme sees schools employ Teacher Apprentices and utilise apprenticeship funding for initial teacher training (ITT). The apprentice will achieve QTS and then their End-Point Assessment within the first term of their NQT year to pass the apprenticeship.

In this guide, you will find information for both potential apprentices and partner schools as employers when considering this pathway for teacher training. Furthermore, you will find specific details of our recruitment process for the academic year 2021-2022.

We are excited about this new opportunity to support our partner schools to train and retain staff and ensure high quality teaching in all our settings. As an employer-provider, we bring our passion and expertise to this new field and look forward to future developments.

If you have any further questions, please don't hesitate to get in touch with the team.



**Tammy Elward**

Director of Spencer Alliance for Leadership and Teaching

✉ [tammyelward@satrust.com](mailto:tammyelward@satrust.com)



**Caroline Arnold**

Director of ITT and George Spencer Academy SCITT

✉ [carnold@george-spencer.notts.sch.uk](mailto:carnold@george-spencer.notts.sch.uk)

### Spencer Apprenticeships

✉ Email: [spencerapprenticeships@satrust.com](mailto:spencerapprenticeships@satrust.com)

## The Teacher Apprenticeship

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Spencer Apprenticeships is a part of the Spencer Academies Trust, which has an excellent reputation for initial teacher training through its main arm of work, the George Spencer SCITT. Spencer Apprenticeships are now pleased to offer the Teacher Apprenticeship, a salaried route into teaching securing Qualified Teacher Status (QTS) within 1 year.

The programme sees schools employ Teaching Apprentices and utilise apprenticeship funding for initial teacher training (ITT). In July the apprentice will achieve QTS and then moves on to complete their End-Point Assessment within the first term of their NQT year to pass the apprenticeship.

Employers with staff interested in this pathway, such as unqualified teachers and teaching assistants, can use this route to support staff in training to become a teacher. Employers that pay into the apprenticeship levy will be able to use up to £9,000 of funding from their apprenticeship service account to cover the cost of training and assessing the apprentice.

## Why choose Spencer Apprenticeships?

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### Expertise

As an employer provider, we bring professional experience to the delivery of all our programmes. Evidence-rich training delivered by experts in their field will enable your apprentices to develop essential skills and knowledge to flourish. Our breadth of experience couples with what we can offer from operating as a provider for over a decade.

### Pastoral care

Building on our track record as a CPD provider, learners feel supported through their apprenticeships and training programmes. The provision

### Recruitment

All potential apprentices must meet the QTS entry requirements and secure a place on our training programme through an interview.

### Training and Support

The training provision is aligned with our work as a SCITT, offering 20% off the job training (1 day per week) alongside support from the mentor. Drawing on the experience of the George Spencer SCITT, the training programme will support apprentices as they take on the responsibility of a class. They will be set clear goals and milestones, so by the end of the year they are well set up for success as a newly qualified teacher. Schools will need to provide adequate time for mentors to support their apprentice through weekly meetings and regular lesson observations.

has been developed over 12 years working closely with our partner schools to ensure wellbeing and personal development are at the heart of what we do.

### Relationships

Our teacher apprenticeships will be exclusive in the first year to our Trust and SCITT partner schools where our relationships are strongest to ensure both employer and apprentice have a high quality experience.

## What is an apprenticeship?

An apprenticeship is a job where apprentices learn, gain experience and get paid. They are an employee with a contract of employment and holiday leave. By the end of an apprenticeship, they will have the right skills and knowledge needed for their chosen career.

An apprenticeship, which must last for a minimum of 12 months, combines hands-on work with the opportunity to train and obtain qualifications. At least 20% of their time is set aside for learning. The rest of the time is spent applying their knowledge and skills in the actual workplace.

It can take between one and 6 years to complete an apprenticeship depending on which one a learner chooses, what level it is and their previous experience. It's funded from contributions made by the government and the employer.

At the end of it, apprentices gain official certification, which will be equivalent to traditional qualifications, with the ambition that the apprentice remains with the employer and continues to flourish within the organisation.

### Levels of an Apprenticeship

Each apprenticeship has a level and an equivalent education level. Learners can start an apprenticeship at any level. Depending on the level, some apprenticeships may:

- require previous qualifications such as an English or maths GCSE

- give extra training in the English or maths skills needed so you're at the right level

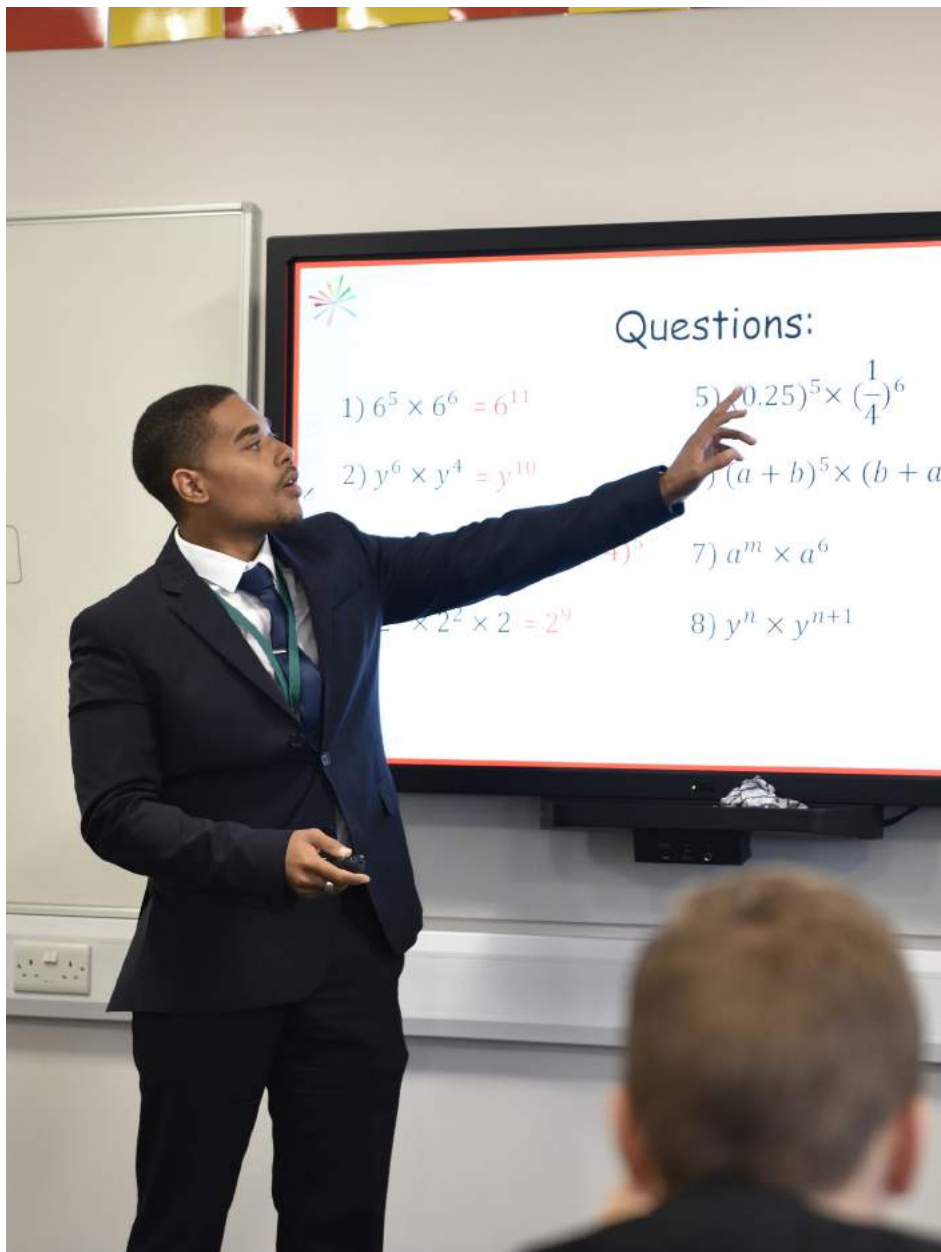
At the end of an apprenticeship, the learner will achieve the equivalent education level. For example, if they complete a level 3 apprenticeship, they will achieve the equivalent of an A level.

	<b>Level</b>	<b>Equivalent Education Level</b>
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

The Teacher Apprenticeship sits at Level 6 and all entry requirements for QTS still apply.







## Eligibility Criteria for Apprentices for the Teacher Apprenticeship

All ITT trainees must meet the entry requirements for QTS:

- a degree
- GCSE grade C / 4 in English and maths – and a science subject for primary trainees

If you meet these entry requirements, please discuss with your school if they will support your application to become an apprentice and train for teaching. This will mean that the school

- is able to employ you as an unqualified teacher with class responsibility for the training year
- is confident that you have the skills and knowledge to undertake this during your training year
- has the capacity to support you with an in-school mentor and meet the employer expectations of apprenticeships

If your school is wanting to support you through an apprenticeship route, they will need to start the application process.



# The Teacher Training Provision with George Spencer SCITT

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## Guiding you through your initial year and beyond

Throughout the training, trainees will feel well supported by the SCITT family – a close-knit group of fellow trainees and dedicated trainers with whom they are likely to form very strong links and friendships that often extend far beyond your training year.

## Before Trainees Start

When trainees come for interview, we'll talk to them about their possible placement schools which will be from our partnership network.

Trainees will be given some personalised, pre-course tasks which we'll set based around their interview and application. This could be in the form of improving their subject knowledge or gaining some additional school experience, we'll support them with completing these tasks. Trainees will also be able to access our virtual learning environment, and we'll issue some set texts so trainees can do some preparatory reading.

## Course Structure

Whilst SCITT trainees are gradually introduced to classroom teaching by initially observing before going on to teach, apprentices will assume full classroom responsibility from the start of the year. As they progress through the year, they will be set clear goals and milestones as a part of the learner record, so by the end of the year they are well set up for success as a newly qualified teacher.

Apprenticeship trainees are part of the teaching team from the first day and join in with staff meetings and development days alongside all of the other teacher staff. Trainees are also given a comprehensive induction programme, so they can familiarise themselves with all that's expected of them.

They are supported by two mentors – one from your subject area and one from the school's senior leadership team. This is their opportunity to create a personalised training programme which will meet their own specific learning goals and ultimate ambitions.

Our weekly professional studies and subject knowledge programmes give trainees the perfect opportunity to meet and network with their fellow trainees, and are an essential part of their training. We also offer some whole training days for areas such as learning technologies, special educational needs and accelerated learning. Plus, we have a comprehensive library to support their learning.

Our vision for training teachers of children with special educational needs and disabilities is the same as for all children and young people – that they achieve well in their early years, at school and in college, and lead happy and fulfilled lives.

 <http://scitt.satrust.com/about-us/our-programme/>

## To gain Qualified Teacher Status (QTS)

Trainees need to show that they are consistently meeting the Teachers' Standards by the end of the course. Practical teaching is assessed by school-based staff and external moderators and tutors from across the SCITT Partnership. We'll take into account all elements of your course and regularly review your portfolio of evidence.

# The Application Process

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If a school has considered the expectations of both the apprentice and employer and wants to support an applicant to apply to the

apprenticeship pathway into teaching, the following steps need to be undertaken.

## **Pre Stage 1: Eligibility Criteria Check**

We strongly recommend that schools check with the applicant they meet QTS and review appropriate documentation, e.g. certificates. Please feel free to consult with the SCITT team for any further guidance.

## **Pre Stage 2: Permissions to Appoint**

When permissions need to be sought to recruit to a new teaching role, e.g. unqualified teacher vacancy approval from a leadership team within a MAT, this needs to be done before the application process can start.

## **Step 1: Becoming a Spencer Apprenticeship Partner School**

The school applies to be a Spencer Apprenticeships Partner School and thereby agrees to uphold the expectations of the apprentice employer.

## **Step 2: Complete the Application to the Teacher Apprenticeship**

The apprentice and school complete the application form and submit to the SCITT team with all required supporting documents.

## **Step 3: The Interview**

The SCITT Team will interview the applicant in accordance with our normal processes for entry into the SCITT to ensure parity of all applications.

## **Step 4: Employment Contract**

All successful applicants will be offered a place on the Teacher Apprenticeship programme, accessing the SCITT training for their 20% off the job training. The employing school must then ensure the relevant employment contract is issued, e.g. in the case of a teaching assistant, they would need to resign from their current role and accept a new contract as an unqualified contract.

## **Post Stage: Commencing the Programme**

The apprentice will commence the programme with induction hosted in July and the core training starting in September. Schools may want to consider including the new trainees into any transition work for their new class.







## Becoming a Spencer Apprenticeships Partner School

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In our first year, we are offering our trust and SCITT partner schools this exclusive training opportunity to help grow members of our teams, such as teaching assistants and unqualified teachers, to take the next step in their professional journey. This is because our relationships are strongest within these existing relationships and we can be assured that our provision to apprentices will be high-quality.

### Why is it different to being a SCITT Partner School?

Becoming a partner school as an apprenticeship employer is different from being a SCITT partner school – all apprenticeships are subject to ESFA regulation and employers would need to meet these expectations in addition to supporting the apprenticeship to meet the QTS standards as required in a traditional SCITT route.

If you would like to become a Spencer Apprenticeships Partner School, we ask that you familiarise yourselves with the expectations of an apprenticeship employer as set out by the ESFA and in recognition of this, sign a Spencer Apprenticeships Partnership Agreement.





## Expectations as an Apprenticeship Employer

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- Apprenticeship employers will enter into an Apprenticeship Agreement with each Apprentice for a fixed term of at least 372 days for at least 30 hours per week. The employment contract will be as an unqualified teacher.
- Apprenticeship employers will work with Spencer Apprenticeships and each apprentice to deliver the apprenticeship standard, ensure they engage fully with the required training as provided by George Spencer SCITT and support the Individual Learning Plan for their apprentice.
- Employers will ensure that all required information is shared and documentation completed for Spencer Apprenticeships to apply to the apprenticeship levy to fund the training route for the apprentice.
- Communication is important for the successful completion of the apprenticeship in compliance with ESFA requirements – Employers are asked to promptly notify Spencer Apprenticeships where there is a break in learning due to illness and leave or where there is a change of circumstances.
- Once QTS is completed, employers will support the End-Point-Assessment during their first term of the NQT year (from 12 months after the start of the training).

This is a summary of the full legal requirements of an employer as set out by the ESFA. As part of the partnership process, we will provide you with the full legal documentation required.

### Understanding the Apprenticeship Levy

The Apprenticeship Levy requires all employers operating in the UK which have an annual payroll bill in excess of £3 million to make an investment by training apprentices.

This will bring our country into line with other modern economies, where the co-funding of apprenticeships by the interested parties – the employer and the government – is already the standard model.

The Apprenticeship Levy will directly fund apprenticeship training programmes, with the aim of increasing the number of people in apprenticeships to 3 million by 2020. It means employers can take control of – and benefit from – a further £3 billion that will be added to the apprenticeship pot over the course of the next five years.

For more information on the levy, please visit:



[www.levy-apprenticeship.co.uk](http://www.levy-apprenticeship.co.uk)

## What's our next step?

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I am a potential apprentice and I am interested—what do I do next?

We would advise all interested apprentices to consider the pre-checks around eligibility and speak with your line manager and senior leadership team in school to consider if this pathway is open to you within your current setting. As apprentices must be offered an employment contract as an unqualified teacher with class responsibilities, it will depend on the school's vacancies and staffing levels. They will discuss with you your suitability for the role and explore if it is the right next step.

We are interested in becoming a Spencer Apprenticeships Partner school—what do we do next?

Please get in touch with our SCITT team with any questions and Caroline Arnold, our ITT Director, will work with you to explore the partnership agreement and support your onboarding.

### Contact Details

**Caroline Arnold, ITT Director**

✉ Email: [carnold@george-spencer.notts.sch.uk](mailto:carnold@george-spencer.notts.sch.uk);

**SCITT Team**

✉ Email: [SCITT@george-spencer.notts.sch.uk](mailto:SCITT@george-spencer.notts.sch.uk)

**Spencer Apprenticeships**

✉ Email: [spencerapprenticeships@satrust.com](mailto:spencerapprenticeships@satrust.com)





# Appendix 1: The Apprenticeship Standard for the Teacher Apprenticeships

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## Summary of this apprenticeship standard

Level 6 (equivalent to bachelor's degree)

## Typical length

12 months

## Current funding band

Up to £9,000 per apprentice—More information about funding

## Entry requirements

- grade 4 (C or above) or equivalent in GCSE English and maths
- all who intend to teach pupils aged 3 to 11 should have achieved a standard equal to a grade 4 GCSE in a science subject
- a degree or equivalent for entry to graduate initial teacher training programmes
- assessed as suitable to teach by accredited initial teacher training providers
- passed the national professional numeracy and literacy skills tests—These entry criteria have statutory force under The Education (School Teachers' Qualifications) (England) Regulations 2003.

## What apprentices will learn

- understanding how pupils learn and how this affects teaching
- setting high expectations which, motivate and challenge pupils
- promoting good progress and outcomes by pupils
- understanding developments in subject and curriculum areas

## Qualifications

- apprentices will need to achieve Qualified Teacher Status to successfully complete the course

## Professional registration

None specified.

## End-Point Assessment

View a list of end-point assessment organisations for this standard

## More Information

The Institute for Apprenticeships and Technical Education has more detailed information about this apprenticeship.

 <https://www.instituteforapprenticeships.org/apprenticeship-standards/teacher-v1-0>

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**SPENCER**  
ACADEMIES TRUST

Registered Office  
Arthur Mee Road  
Stapleford  
Nottingham  
NG9 7EW

w: [www.satrust.com](http://www.satrust.com)

e: [info@satrust.com](mailto:info@satrust.com)

t: 08455 651 870

 @satrust\_



Spencer Alliance for Leadership & Teaching encompasses the following projects: George Spencer Academy  
SCITT, George Spencer Academy Teaching School Alliance, Spencer Apprenticeship Programmes, Derby Research  
School at Wyndham Primary Academy, Maths Hub East Midlands West, Inclusive Teaching School Alliance.



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