



YORKSHIRE WOLDS TEACHER TRAINING

Appeals Policy

Version 1.3

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<p>Name of Responsible Committee/Individual:</p>	<p>YWTT Executive Board</p>
<p>Implementation Date:</p>	<p>September 2018</p>
<p>Review Date:</p>	<p>July 2020</p>
<p>Target Audience:</p>	<p>Trainee Teachers and Candidates for the ITT Programme</p>
<p>Related Documents:</p>	

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POLICY STATEMENT

Our vision is to *inspire* each other and our students so each of us *aspires* to reach a potential which is not limited but is given wings by creativity and a shared sense of purpose.

Our core purpose is to prepare trainees to become highly effective teachers with a love of learning who will continue to develop their skills throughout their career, through exposure to excellent practice, observation, mentoring, coaching, practice, reflection and sharing with peers. Our trainees will be enthusiastic and passionate practitioners and will find innovative and creative ways to communicate with learners and enable them to make excellent progress. We will seek to equip our trainees with a wide range of teaching and learning strategies as well as the inter-personal skills required to motivate and inspire students.

Yorkshire Wolds Teacher Training is committed to developing its trainees into excellent teachers through a creative, effective and rigorous programme underpinned by supportive and highly experienced teacher educators. Our aim is to create models of outstanding practice across the partnership and to meet the needs of our partner institutions as well as training the school leaders of the future.

1. PURPOSE

YWTT is committed to ensuring that all candidates and trainees are treated fairly and with consideration in line with legal and statutory frameworks.

There may be occasions where a trainee wishes to appeal against a decision YWTT has made. This policy details the circumstances where a trainee may wish to submit an appeal and the process by which the trainee should do this.

Trainees may wish to appeal against the following YWTT decisions:

- Decision not to shortlist or select a candidate
- Cause for concern resulting in a trainee teacher's removal from the ITT programme

2. SCOPE

This policy applies to all candidates for YWTT ITT programmes and trainee teachers enrolled with YWTT.

3. ROLES AND RESPONSIBILITIES

The **YWTT Executive Board** is responsible for ensuring this policy is applied fairly and consistently across the organisation.

The **Director of YWTT** is responsible for ensuring candidates and employees are treated fairly and consistently. The Education Alliance Human Resources Department can provide advice, guidance and support in the implementation of this policy.

4. EQUALITY AND DIVERSITY

YWTT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation eg. the Equality Act 2010.

- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

5. APPEAL PROCESS

Candidates or trainee teachers wishing to submit an appeal must do so in writing to the Director of YWTT, detailing the grounds for their appeal, within 10 working days of the notification of the decision made by YWTT.

The Director of YWTT will acknowledge receipt of the appeal within 5 working days of receipt of the appeal. The Director of YWTT will make arrangements for an appeal committee to hear the appeal. The Director of YWTT will gather relevant information, which will be shared with the appellant, their representative and the appeal panel at least 5 working days before the appeal hearing takes place.

The appeal panel will be made up of three members from the partnership who have not previously been involved in the decision which the candidate/trainee teacher is appealing against, including one from the YWTT executive board. The appellant may attend the appeal committee meeting and they may be accompanied (by a friend or Union representative). An appropriate note taker will attend any appeal meetings. The appeal panel will hear the appeal and the evidence from YWTT and they will decide to either uphold the appeal or retain the decision as was made by YWTT. They will confirm their decision in writing to the appellant within 5 working days of the date of the appeal hearing and their decision is final.

If the appeal was against a decision not to select the candidate for a place on the ITT programme and the appeal is upheld, the YWTT team will endeavour to support the decision, however, there may be occasions where all places have been allocated and offers accepted and a deferred place may be the only option available to the YWTT and the candidate.

6. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

Effectiveness and compliance of this Policy will be monitored on an annual basis.

7. REVIEW

This Policy and Procedure will be reviewed within two years of the date of implementation.