



THE STUDENT ASSOCIATES SCHEME
INFORMATION BOOKLET FOR
STUDENTS AND SCHOOLS





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1. ABOUT THE SCHEME

The Student Associates Scheme is funded by the Training and Development Agency (TDA). Its purpose is to place students who are in Higher Education in schools and colleges to discover the challenges of the teaching profession and work with young people to act as positive role models. It supports the TDA's remit to increase the number and quality of recruits into teaching and raise young people's aspirations towards higher education.

1.1 How does the Scheme operate?

Southend Education Trust is contracted to the TDA to deliver the SA Scheme in Essex, Hertfordshire and Suffolk. The Southend Education Trust has delivered the Scheme since 2002 and has established a working partnership with Local Education Authorities as well as direct links with the Southend Teacher Training Partnership, Mid Essex ITT Consortium and North East Essex Coastal Confederation. The Trust also works in partnership with the University of Essex, Anglia Ruskin University, the University of Hertfordshire and University Campus Suffolk as well as a number of schools and colleges.

A Project Consultant to the Southend Education Trust oversees the co-ordination of the Project and is available to interface with students, schools, organisations and/or other agencies as required. The Project Consultant is also responsible for organising placements, is the first point of contact for all placed Students and can be contacted during and outside normal working hours - please see Useful Contacts.

The Scheme offers students the opportunity to 'dip a toe in the water' of the teaching profession and explore teaching as a potential career. Students work alongside teachers and gain valuable skills and experiences whilst supporting in the classroom and experiencing, at first-hand, the diversity of the teaching profession.

If students are not necessarily interested in entering the teaching profession, the focus of the placement can be to work with young people in schools and colleges to raise pupil aspirations and achievement levels. Placements can be designed to provide students with an invaluable opportunity to share their experience of higher education and act as positive role models to pupils who might be thinking about going on to University. This can take the form of working with a group or individual pupils to enhance their learning of a specific skill or discipline and/or develop a project in which students use their specialist subject expertise to the benefit of a specific school department or the school as a whole. In this respect the SA Scheme especially welcomes students taking degrees in the priority teaching areas of Secondary Maths, Physics, Chemistry, Design Technology (D&T), and Information and Communication Technology (ICT).



Please see below examples of successful projects:-

- *Lunchtime discussion groups/forums in which students are able to discuss with pupils issues around the university application process and the challenges of living away from home - this could include a University visit.*
- *Transforming a classroom into a café to enhance oral skills in a modern foreign language*
- *Setting up after school or pre-school Homework and ICT Clubs*
- *Exploring the benefits of different learning styles - Brain Gym*
- *Projects around : assertiveness - coping with peer pressure - managing behaviour*
- *Developing awareness and understanding of Healthy Living and Healthy Lifestyles through Sport*
- *Looking at transition from Junior to Secondary and Year 11 to Sixth Form*
- *Prepare & deliver presentations to AS/A2 Business Studies classes*
- *Arrange Enrichment activities for Yr8 pupils in Technology to meet objectives of curriculum*

1.2 Student Eligibility

- Students applying for a placement on the SA Scheme must be registered on a part-time or full-time programme of higher education study leading to a BA/BSc, Postgraduate, HND or Foundation Degree award.
- Their planned work placement must be 'additional' to the provision available as part of their programme of study.
- Students who have already achieved Qualified Teacher Status (QTS) or if they are following an undergraduate or postgraduate programme which leads to the award of QTS, will **not** be eligible to join the Scheme.
- Students will be required to undertake a Criminal Records Bureau check prior to being offered a place and need to provide information for two character referees.

The Southend Education Trust is an equal opportunities organisation and promotes inclusion and equality of opportunity for all.

If you meet the eligibility criteria and would like to participate you need to:-

- Contact the Project Consultant to arrange an interview. On successful completion of your interview:
- Register with the TDA by logging on to: www.tda.gov.uk/sasregistration
- Next, you need to download an Application Form from our website at: www.studentassociatesscheme.co.uk. You will need to enter your unique reference number in the area provided on the Application Form. You can either download the form into a *word* document and email it to us or print off and post to the address given.
- The Project Consultant will contact you and endeavour to match your application to a suitable school (see current list of participating schools on the website at: www.studentassociatesscheme.co.uk by clicking onto SCHOOLS).



- A school-based interview will be arranged to discuss with the school your application, the focus of your placement and when the placement will start.
- The Project Consultant will then arrange to visit you in school to carry out your Induction and explain more about the Scheme.

1.3 Schools and Colleges

Schools or Colleges interested in offering student(s) placement(s) or wishing to learn more about the Scheme should contact the Project Consultant - see 3. Useful Contacts. We welcome any school or college interested in offering placement(s) especially if you are a school/college with Training School status or are thinking about engaging with teacher training. You may also have a specific project in mind to help raise the aspirations of pupils to enter higher education or raise the level of interest in a specific subject area, in which case we would like to hear from you. We will match your project to an appropriately interested student who is willing to support you in getting the project off the ground. An example of successful projects can be found on P.4. Results from the latest evaluation can be found on our website at: www.studentassociatesscheme.co.uk (click on EVALUATIONS AND REPORTS) also for a current list of participating schools (click on PARTICIPATING SCHOOLS).

1.4 The Placement

The placement period is 15 days which can be taken either as a block or spread over a number of weeks to fit in with study and university semesters. Students on the SA Scheme receive a bursary payment of £40 per day whilst on placement. This is administered by the Southend Education Trust on presentation by students of a signed Timesheet and is exempt from income tax under Section 331 of the Income and Corporation Act 1988, Chapter IV Special Provision. Partner Schools/Colleges hosting students can claim £15 per day per student. Schools/Colleges are notified at the end of the academic year how many students they have hosted and are paid on presentation of an invoice to the Southend Education Trust. Schools/Colleges are not required to assess students on placement but are asked to assign a member of staff to act as a Mentor - see 1.4.2 Support for Students in School.

Students are recruited onto the Scheme from all degree disciplines and undergo a school-based familiarisation Induction with the Project Consultant which includes awareness training in Child Protection, Health and Safety, Equal Opportunities and Confidentiality issues relevant to working in a school environment. Students are also required to undertake a Criminal Records Bureau (CRB) check and agree to abide by a Code of Conduct.

The Southend Education Trust has developed a close working relationship with the Southend Teacher Training Partnership (STTP). The STTP is an accredited ITT Provider and delivers a successful Graduate Teacher Programme (GTP). Students have the opportunity to attend all day workshops set up as part of the STTP Graduate Training Programme. This will help underpin the knowledge students gained in their placement and put their experience into context. Students also have an opportunity to meet with trainees who are working towards Qualified Teacher Status (QTS) on an initial teacher training (ITT) programme.



For Students on placement in the North of Essex, the Southend Education Trust has a similar arrangement with the North East Essex Coastal Confederation (NEECC) who is also an approved provider of the Graduate Teacher Training Programme. Students can attend any of the training sessions run by the NEECC for their trainees - details of both Training Programmes can be found on the website at: www.studentsassociation.co.uk (click on TRAINING). Website addresses for both organisations can be found in this booklet at: 3. Useful Contacts.

1.4.1 Recording your Placement:

We recommend all students record their placement experience using the Training Entry Profile (TEP) document provided with their Student Handbook. This will be valuable evidence for students' personal profiles or support prospective initial teacher training applications. During the Induction, it will be explained how to use the TEP but if meanwhile you would like more information please contact the Project Consultant.

1.4.2 Support for Students in School:

Students work with teachers and other members of the school staff usually starting off by observing lessons and then actively supporting pupils in the classroom. If working on a specific school project students may work with small groups of youngsters. The role undertaken in school is very much student-led and therefore students are encouraged to be pro-active. Duties and responsibilities will depend on the focus of the placement and students' own confidence levels. It is important therefore to build a good working relationship the teachers and pupils.

Students will be assigned a named person who will act as a *Mentor* - this could be the teacher with whom the student is working or the member of staff who is responsible for training in the school. The Mentor's role is to act as a critical friend, offering professional support and arranging for, where appropriate, teaching observations.

The Mentor will:

- Supervise the student's work with pupils and/or support in the classroom
- Offer guidance and advice if working on a school-centre project
- Assess the student's development and keep the student informed of any additional training or work opportunities that might arise in the school
- Assist the student in building evidence towards the Training Entry Profile

The Project Consultant is also available by phone or email to address any concerns or questions students or mentors may have, or is happy to visit the school if appropriate.



2. FREQUENTLY ASKED QUESTIONS

WHAT ARE THE BENEFITS FOR STUDENTS?

The Scheme offers you:

- a chance to experience first hand what it is like to be a teacher by working alongside experienced teachers in the classroom. Some students may get the opportunity to teach small groups of children or whole classes under the direct supervision of a teacher and/or contribute to after-school clubs and activities;
- a chance to use your subject specialism with pupils or pursue an area that is of particular interest such as supporting a school in setting up a specific project;
- a tax-free bursary for every day you work;
- a chance to attend training sessions that will introduce you to the challenges of participating in the Graduate Teacher Training programme;
- an opportunity to record your experience to be included as part of your cv or support an application to initial teacher training.

WHAT ARE THE BENEFITS FOR SCHOOLS?

The Scheme offers your school:

- the opportunity to bring extra help into the classroom from individuals who are keen to work with young people and/or join the teaching profession;
- students who bring experience and subject expertise into the classroom;
- a chance to raise aspirations and inspire youngsters to achieve their true potential by having enthusiastic higher education students working in the classroom - students have been found to improve pupil standards;
- an opportunity for teachers involved as Mentors to improve their own teaching by becoming reflective practitioners;
- the opportunity to be part of a successful partnership of organisations that help deliver and inform teacher training - forging links with universities and other education organisations;
- payment for involvement

HOW WILL I GET PAID?

Students: By cheque upon receipt of a supporting Timesheet signed by the School in which you have been placed.

Schools: Will be notified at the end of each academic year of the number of students they have hosted and on presentation of an invoice to the Southend Education Trust, a cheque will be sent.



ARE STUDENTS PAID TRAVEL EXPENSES?

Unfortunately no, we do not have funds to cover any additional expenses incurred or travel costs to and from the School and/or the training venue.

WILL I BE ABLE TO FIT MY TIME IN SCHOOL AROUND MY STUDIES?

Yes, students negotiate this with their placement School at the time of their interview. All participating schools have agreed to support the Scheme, also local FE and HE Institutions are keen partners and will therefore offer students every support to work out a mutually convenient timetable that will enable students and schools to maximise this opportunity.

HOW DO STUDENTS COLLECT EVIDENCE?

Students are encouraged to complete the Training Entry Profile (TEP) which links the placement experience to Core Goals and/or the Professional Standards for Qualified Teacher Status. Students need to log their experience, schools verify the activities.

HOW LONG IS THE PROGRAMME?

The Scheme offers a 15 day placement in either a Primary or Secondary School or Sixth Form College.

CAN GRADUATES STILL JOIN THE SCHEME?

Yes, provided students are registered as either a part-time or full-time student on a programme leading to the award of an HND and Foundation Degree, Undergraduate Degree, Postgraduate Diploma/Certificate, Masters Degree or a PhD. and do not hold Qualified Teacher Status.



3. USEFUL CONTACTS

For all enquiries contact:

The Project Consultant - Pru Oliver

Mob: 07776 251988

Email: pruoliver@southend.gov.uk

Southend Education Trust

5th Floor, Civic Centre

Victoria Avenue

Southend-on-Sea, Essex

SS2 6ER

Tel: 01702 534880 FAX: 01702 215887

Southend Teacher Training Partnership (STTP)

An Initial Teacher Training Provider for the GTP & Info on Training Sessions

Tel: 01702 328262 Fax: 01702 328263

Email: wendyaston@southendttp.co.uk

<http://www.southendttp.co.uk>

North East Essex Coastal Confederation Initial Teacher Training (NEECC)

An Initial Teacher Training Provider operating in the North of Essex

Contact: Debbie Macey

Tel: 01255 431949 Fax: 01255 421377

Email: teach@coastalscitt.co.uk

<http://www.coastalscitt.co.uk>

Mid Essex ITT Consortium - GTP and SCITT (PGCE at Professional Level)

An Initial Teacher Training Provider covering Mid Essex

GTP - contact: Judy Frost 01277 249291

SCITT - contact: Sharon Sale 01277 249288

www.midessexitt.com

Training and Development Agency for Schools (TDA)

Training & Development Agency

City Tower, Piccadilly Plaza,

Manchester

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Tel: 0300 065 6883

www.useyourheadteach.gov.uk