



The BOS Supported PGCE Programme:

Candidate Information

The BOS is committed to supporting selected local teachers towards a UK teaching qualification – a Post Graduate Certificate of Education (PGCE).

A. Purposes of the PGCE Programme

1. To enhance professional development.

We believe it is important for individual teachers to gain professional qualifications. From their point of view, it will:

- i. establish a baseline in terms of external standards
- ii. develop their professional competencies
- iii. provoke reflection on their practice
- iv. provide globally recognized certification of their knowledge, skills and competencies
- v. increase their earning potential

2. To enhance the quality of teaching available to BOS students.

We believe the education our students experience will be improved if our teachers are:

- i. highly trained professionals
- ii. reflective practitioners
- iii. confident people

3. To further enhance the reputation of the BOS

The reputation of the school will be enhanced if more of our teachers hold UK teaching qualifications. Reputation in this context encompasses our own community of teaching professionals as well as students, parents and the outside community.

4. The provisions below apply only to staff who are seeking the school's financial support for their PGCE, not to staff members who are pursuing a self-funded PGCE.

B. The PGCE Programme

In order to facilitate enhanced professional development, the BOS will nominate a PGCE course with a recognized provider. The school's support will be provided only in the case of a candidate's successful enrolment on the nominated course

The nominated PGCE course will:

- i. Lead specifically to a UK teaching qualification (Post Graduate Certificate in Education)
- ii. Be with a UK Government recognized UK institute of higher education
- iii. Be provided online
- iv. Represent value for money, selected as a result of a thorough cost-benefit analysis

C. Candidate Eligibility Criteria

The BOS eligibility criteria for the PGCE course are:

- i. 3 years of full-time service at the BOS as a Subject Teacher (secondary) or Assistant Teacher (primary)
- ii. Experience of teaching across at least three year groups at the BOS
- iii. An Outstanding record of achievement during the teacher's tenure at the BOS
- iv. Written nomination and recommendation from the teacher or Head of Department
- v. Interview with a panel, chaired by the Principal, and consisting of the two Heads of School.

Beyond, gaining the internal support of the school, the candidate must satisfy the requirements of the PGCE awarding university. Finding out about and then meeting these requirements, such as IELTS scores, is entirely the responsibility of the candidates themselves.

D. Resource Provisions: Time

The time commitment required for the whole BOS PGCE process is four/five years:

- 1/2 year to complete the course (depending on the institution and the course)
- 3 years of employment at the BOS after successful completion of the course

Study for a PGCE is demanding and time-consuming. Candidates must be prepared to work hard in and out of school. Making the most of the course will require sacrifices.

The school undertakes to allow the candidate time off school to attend courses specifically demanded by the course and to sit examinations. Otherwise, the candidate

will be expected to fulfil all the responsibilities and duties of your employment contract with the BOS.

F. Resource Provision: Staff

The school will provide the candidate with an appropriate mentor, with the agreement of the proposed mentor.

The role of the mentor is to guide the candidate through their course – especially the teaching-practice component, to offer psychological support and to give feedback as and when appropriate.

G. Resource Provisions: Finance

Financial support from the school will be means tested. Applicants must provide financial information to allow the school to evaluate the degree of financial assistance needed and the level of financial assistance the school is able to provide.

The levels of assistance provided as a proportion of the PGCE tuition fees will vary according to need, but will range from 0 per cent to 100 per cent.

Further information regarding the required documentation is available from the Finance Office.

PGCE providers require tuition fees to be paid, in full, in advance. The candidate is responsible for making the payment to the providing university.

If the candidate is receiving financial support from the school, and has secured admission from the university, the following provisions will be put in place to support the candidate:

- i. The BOS will release to the candidate the proportion of tuition fees already agreed upon.
- ii. The candidate will be responsible for any travel, accommodation and/or subsistence expenses resulting from the demands of the course.

H. Successful Completion: Qualified Status

Having successfully completed the course, the teacher will be UK qualified. This will entitle the teacher to the opportunity to be considered for vacancies at the BOS that may be reserved for teacher with qualified status.

Candidates should note that successfully completing the PGCE entitles the teacher to neither immediate nor automatic promotion. Promotion is dependent upon vacancies becoming available and will be subject to open competition.

I. Successful Completion: Commitment

By proposing a candidate for the PGCE course, the school is showing its commitment to the long term development of that teacher. Therefore, the school expects the candidate's commitment in return.

Those candidates who successfully complete the PGCE course will be given a 3-year contract, which they will be expected to fulfil.

Such commitment should be shown by the teacher continuing to maintain an outstanding record of performance at the BOS and on the PGCE course. Should levels of performance fall below expected and acceptable levels, the school reserves the right to withdraw its support for the candidate. Under such circumstances, the candidate would become liable for the PGCE tuition fees in their entirety.

J. Successful Completion: Finance

Upon successful completion of the course, the newly qualified teacher will:

- i. be entitled to an increase in their BOS salary commensurate with their qualified status, and taking into their current level of responsibility and previous salary
- ii. repay 40% of the school funding. This will be spread over the 3 years of their contract – in equal monthly installments to be directly deducted from their salary.

K. Failure to Complete

Should the candidate fail to successfully complete the course due to failure to meet the basic requirements (such as attendance) or due to insufficient commitment on their part,

they may become liable for the course tuition fees in their entirety. In addition, their employment contract may be terminated or not renewed.

Where a candidate fails to complete the course due to unusual personal circumstances (such as personal illness) the school will take these circumstances into account when evaluating the candidates financial liability and employment at the BOS.

L. BOS PGCE Contract

Before embarking on the course, the Principal, on behalf of the BOS, and the candidate will sign a contract. The contract will reiterate the salient points of this policy, such as:

- i. the candidate and the school to commit to the financial arrangements
- ii. the candidate to commit to working at the BOS for the duration of the PGCE course, plus a minimum of three additional years
- iii. the candidate to acknowledge the need for outstanding performance in the school and on the course as well as the consequences for failing to maintain acceptable standards.

M. Further Information

Teachers who are interested and who satisfy the eligibility criteria, should, as a first step, talk to the Head of their respective school. They will be able to discuss the pros and cons of a PGCE and the demands the course will make on a candidate. They will also be able to put the course into the context of teaching at the BOS.

Teachers who are interested in taking their application further will be given details of:

- The PGCE content
- The University's admission requirements
- The school's application form

The BOS Supported PGCE Programme

The BOS intends to make its programme of professional development more robust, structured and targeted. As such we are committed to supporting selected local teachers through preparation towards a UK teaching qualification – a Post Graduate Certificate of Education (PGCE).

A. Purposes of the PGCE Programme

3. To further the professional development of our local teachers

We believe it is important for individual teachers to gain professional qualifications. From the teacher's point of view, it will

- vi. establish their baseline in terms of external standards
- vii. develop their professional competencies
- viii. provoke reflection on their practice
- ix. provide globally recognized certification of their knowledge, skills and competencies
- x. increase their earning potential

4. To enhance the quality of teaching available to BOS students.

We believe the education our students experience will be improved if our teachers are:

- iv. highly trained professionals
- v. reflective practitioners
- vi. confident people

3. To further enhance the reputation of the BOS

The reputation of the school will be enhanced if more of our teachers hold UK teaching qualifications. Reputation in this context encompasses our own community of teaching professionals as well as students, parents and the outside community.

5. To reduce the BOS's reliance on expatriate teachers

Supporting our own teachers through a UK PGCE programme will allow the BOS to become a centre for the development of home-grown talent – 'an academy', if you will, for young and aspiring teachers.

6. The provisions of this policy apply to those staff who are seeking the school's financial support for their PGCE, not to staff members who are pursuing a self-funded PGCE.

B. Context of the PGCE Programme

The BOS is committed to a comprehensive performance management system. One of the most important aims of the system is individual improvement. As such, the school will

work with individuals to design and secure suitable programmes of improvement, based on the outcomes of performance reviews. It is intended that the PGCE programme will form one part of the professional development for selected individuals.

C. The PGCE Programme

In order to facilitate enhanced professional development, the BOS will nominate a PGCE Course with a recognized provider. The school's support will be provided only in the case of a candidate's successful enrolment on the nominated course.

The nominated PGCE course will:

- V. Lead specifically to a UK teaching qualification (Post Graduate Certificate in Education)
- VI. Be with a UK Government recognized UK institute of higher education
- VII. Represent value for money, selected as a result of a thorough cost-benefit analysis

D. Candidate Eligibility Criteria

The BOS eligibility criteria for the PGCE course are:

- i. 3 years of full-time service at the BOS as a Subject Teacher (secondary) or Assistant Teacher (primary)
- ii. Experience of teaching across at least three year groups at the BOS
- iii. An Outstanding record of achievement during the teacher's tenure at the BOS
- iv. Written nomination and recommendation from the teacher or Head of Department
- v. Interview with a panel, chaired by the Principal, and consisting of the two Heads of School.

Beyond, gaining the internal support of the school, the candidate must satisfy the requirements of the PGCE awarding university. Finding out about and then meeting these requirements, such as IELTS scores, is entirely the responsibility of the candidates themselves.

E. Resource Provisions: Time

The time commitment required for the whole BOS PGCE process is seven years:

- 3 years for the candidate to establish their suitability
- 1 year to complete the course
- 3 years of employment at the BOS after successful completion of the course

Study for a PGCE is demanding and time-consuming. Candidates must be prepared to work hard in and out of school. Making the most of the course will require sacrifices.

The school undertakes to allow the candidate time off school to attend courses specifically demanded by the course and to sit examinations. Otherwise, the candidate will be expected to fulfil all the responsibilities and duties of their employment contract with the BOS.

F. Resource Provision: Staff

The school will provide the candidate with an appropriate mentor, with the agreement of the proposed mentor.

The role of the mentor is to guide the candidate through their course – especially the teaching-practice component, to offer psychological support and to give feedback as and when appropriate.

G. Resource Provisions: Finance

If the candidate requires financial support from the school, this will be means tested. Applicants must provide financial information to allow the school to evaluate the degree of financial assistance needed and the level of financial assistance the school is able to provide.

The levels of assistance provided as a proportion of the PGCE tuition fees will vary according to need, but will range from 0 per cent to 100 per cent.

Further information regarding the required documentation is available from the Finance Office.

PGCE providers require tuition fees to be paid, in full, in advance. The candidate is responsible for making the payment to the providing university.

If the candidate is receiving financial support from the school, and has secured admission from the university, the following provisions will be put in place to support the candidate:

- iv. The BOS will release to the candidate the proportion of tuition fees already agreed upon.
- v. The candidate will be responsible for any travel, accommodation and/or subsistence expenses resulting from the demands of the course. However, the school will be careful to choose courses that make zero or minimal demands such as these.

H. Successful Completion: Qualified Status

Having successfully completed the course, the teacher will be UK qualified. This will entitle the teacher to the opportunity to be considered for vacancies at the BOS that may be reserved for teacher with qualified status

Candidates should note that successfully completing the PGCE entitles the teacher to neither immediate nor automatic promotion. Promotion is dependent upon vacancies becoming available and will be subject to open competition.

I. Successful Completion: Commitment

By proposing a candidate for the PGCE course, the school is showing its commitment to the long^{term} development of that teacher. Therefore, the school expects the candidate's commitment in return.

Those candidates who are successful will be given a 3-year contract, which they will be expected to fulfil.

Such commitment should be shown by the teacher continuing to maintain an outstanding record of performance at the BOS and on the PGCE course. Should levels of performance fall below expected and acceptable levels, the school reserves the right to withdraw its support for the candidate. Under such circumstances, the candidate would become liable for the PGCE tuition fees in their entirety.

J. Successful Completion: Finance

Upon successful completion of the course, the newly qualified teacher will:

- iii. be entitled to an increase in their BOS salary commensurate with their qualified status, and taking into their current level of responsibility and their previous salary
- iv. repay 50% of the school funding. This will be spread over the length (3 years) of their subsequent contract – in equal monthly installments to be directly deducted from their salary.

K. Failure to Complete

Should the candidate fail to successfully complete the course, they will become liable for the course tuition fees in their entirety and their employment contract will not be renewed.

L. BOS PGCE Contract

Before embarking on the course, the Principal, on behalf of the BOS, and the candidate will sign a contract. The contract will reiterate the salient points of this policy, such as:

- iv. the candidate and the school to commit to the financial arrangements
- v. the candidate to commit to working at the BOS for the duration of the PGCE course, plus a minimum of three additional years
- vi. the candidate to acknowledge the need for outstanding performance in the school and on the course as well as the consequences for failing to maintain acceptable standards.