

TIMETABLE GUIDANCE: Secondary

Age Phases

The timetable for trainees must show time in **two** consecutive Age Phases. At least 25% of the timetable needs to be in the adjacent age phase. Most of teaching must be in the subject specialism.

Age Phase combinations for training are as follows:

- Ages 11-14 and Ages 14-16
- Ages 14-16 and Ages 16-19

Important note: Teaching KS4 to Year 9 **DOES NOT COUNT** as teaching 14-16 Age Phase (<https://www.gov.uk/government/publications/initial-teacher-training-criteria>)

SD Salaried We recommend that the timetable should show:

Term 1: increasing responsibility to a **maximum of 10 hours**

Term 2: increasing to a **maximum of 16 hours** by middle of second term

Term 3: a **maximum of 16 hours**

Please note: It is essential that the trainee has **no teaching commitment on Thursdays** to allow for specific central and school based training.

SD PGCE

Term 1: increasing responsibility to a **maximum of 8 hours** by end of first term

Term 2: increasing to a **maximum of 14 hours** by end of second term

Term 3: a **maximum of 16 hours**

As SD PGCE trainees are supernumerary, their timetables should begin with a 'soft start', shadowing and working alongside the class teacher, gradually building up.

SD PGCE Group A: Art & Design; Business Studies and Economics; Mathematics; Languages; Biology; Chemistry; Physics

It is essential that the trainee has **no teaching commitment on Mondays** to allow for specific central and school based training.

SD PGCE Group B: All other subjects

It is essential that the trainee has **no teaching commitment on Thursdays** to allow for specific central and school based training.

The year in colour shows further details about which days trainees will be in taught sessions.

The Second School Experience should be in a contrasting setting for compliance with ITE criteria and needs to be during the second term.

6 weeks for School Direct training (PGCE) and trainees working in independent schools who are not following the National Curriculum and at least 4 weeks for School Direct Salaried

TIMETABLE GUIDANCE: Primary

Age Phases

The timetable for trainees must show time in **two** consecutive Age Phases.

Age Phase combinations for training are as follows:

- ◆ Ages 3-5 and Ages 5-7 (to include some 0-3 experience)
- ◆ Ages 5-7 and Ages 7-9
- ◆ Ages 7-9 and Ages 9-11 (this has to include 4 weeks in KS1 the main component of which is to develop competency in teaching early reading and phonics)

The adjacent age group should be a minimum of 25% of the training time and arranged as a block of time. The second school experience alone does not meet this training requirement and the overall year needs to be planned to take account of this. For those training in Ages 7-9 and Ages 9-11 the second school experience must include one of these age phases, rather than the KS1 requirement, so that trainees can demonstrate that they can teach in the age phases for which they are training, in more than one educational establishment. Those training in Ages 3-5 where this is the only provision in their home setting will need to spend at least 9 weeks in their second school.

SD Salaried We recommend that the timetable should show:

Term 1: increasing responsibility to a **maximum of 10 hours**

Term 2: increasing to a **maximum of 16 hours** by middle of second term

Term 3: a **maximum of 16 hours**

Please note: It is essential that the trainee has **no teaching commitment on Wednesdays** to allow for specific central and school based training.

SD PGCE

Term 1: increasing responsibility to a **maximum of 8 hours** by end of first term

Term 2: increasing to a **maximum of 14 hours** by end of second term

Term 3: a **maximum of 16 hours**

As SD PGCE trainees are supernumerary, their timetables should begin with a 'soft start', shadowing and working alongside the class teacher, gradually building up.

It is essential that the trainee has **no teaching commitment on Thursday and Friday; for the first half term; on Friday until Easter and on Mondays after Easter** to allow for specific central and school based training.

The year in colour shows further details about which days trainees will be in taught sessions.

The Second School Experience should be in a contrasting setting for compliance with ITE criteria and needs to be during the second term.

6 weeks for School Direct training (PGCE) and trainees working in independent schools who are not following the National Curriculum and at least 4 weeks for School Direct Salaried

Additional TIMETABLE GUIDANCE: Special Schools

When planning your trainee's timetable, there are two models that you could work with to include the Second School Experience,

Model 1	
Term 1	Two weeks in home school
	Eight weeks in mainstream school
	Return to home school
Term 2	Further visit to mainstream school if 8 weeks was not enough time to demonstrate evidence of teaching which is at least RI or G
Term 3	Home school

Model 2	
Term 1	In home school
Term 2	In mainstream school
Term 3	In home school