



Return to Teach Primary

The Return to Teach Programme is designed to update your skills and build your confidence in preparation for your return to the classroom. Literacy Matters is an Educational Training Provider approved by the Training and Development Agency for Schools (TDA) to deliver Return to Teach courses.

Who can apply?

If you have Qualified Teacher Status (QTS) but have not taught regularly in schools in England for at least one year you could apply to attend a Returners' Course. Perhaps:

- o you have had a career break and are now thinking of returning; or
- o you qualified some years ago and have never had a teaching post.

What does it involve?

The Returner programme has three main stages:

1. Needs analysis, this is when your past experiences and individual requirements are taken into account to ensure that your needs are met.
2. Course input and school placement.
3. Follow up in order to support your return to teaching within six months of the completion of the course.

How long does it take?

The course consists of 10 tutor-led sessions delivered over a 10-week period. This method will include tutorials and home study with access to e-learning through the Literacy Matters website.

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In addition, candidates are required to organise a 10-day school placement. Five days interspersed through the course and if possible/convenient for you and the school, five days in a block.

Return to Teach Primary

What's in the course?

Primary Curriculum: Teaching and Learning	
The National Strategies	<ul style="list-style-type: none"> ○ Planning, Teaching individuals, groups and whole class, and Reporting for Literacy and Numeracy
Whole Class Management	<ul style="list-style-type: none"> ○ Assessing, Planning, Teaching whole class, and Reporting
ICT	<ul style="list-style-type: none"> ○ Knowing and using ICT for own use ○ E-learning support ○ Using ICT with pupils
Learning Styles and Thinking Skills	<ul style="list-style-type: none"> ○ How pupils learn best
Cross Curricular Teaching	<ul style="list-style-type: none"> ○ Teaching History, Geography, Science
Assessment and Target Setting	<ul style="list-style-type: none"> ○ Assessing, Planning, Teaching individuals, groups and whole class, and Reporting
Behaviour Management	<ul style="list-style-type: none"> ○ Managing pupil behaviour
School Management	
Schools Today	<ul style="list-style-type: none"> ○ The New Ofsted Inspection; school self-evaluation and improvement ○ Career progression: performance management; threshold assessment ○ Completing your CV and preparing for interviews ○ Life/work balance: effective time management ○ Workforce reform and its implications ○ Avoiding stress in the workplace
Different Pathways Module	
Inclusion	<ul style="list-style-type: none"> ○ SEN Code of Practice ○ IEP ○ Gifted and Talented ○ Respecting Social and Cultural backgrounds
E-Learning	
Participants will be provided with secure access to the Moodle e-learning site for the course. This secure area supports the tutor-led provision through additional course resources, access to discussion forums and direct contact with Literacy Matters' staff	
School Based Tasks	
Participants will complete a number of school based tasks related to the course input. Your mentor in school is there to support you with this work.	



Return to Teach Primary

What does it cost?

The course is fully funded by the TDA. When you make your application you pay a deposit of £80.00 to secure your place. This is refunded to you following completion of the course.

Support is available to help you return to teaching through training bursaries. All teachers approved for a TDA funded Returners' Course are eligible to receive £20.00 per day attendance bursary, subject to attendance of the tutor lead sessions and completion of the school placement. The allowance is paid in two installments, the first half way through the course based on the tutor lead days only, and the second for the remaining attendance of the course and placement approximately 6-8 weeks after completion of the course, school placement and receipt of the school observation report. No tax is deducted from this amount.

If you miss any tutor lead sessions or do not complete the course and placement, your bursary entitlement will be adjusted accordingly. In addition, if you do not complete the course or withdraw once accepting a place you will lose your course deposit.

Where and when are the courses held?

For information on the latest courses check on our website: www.literacymatters.com/returners/courses or see the enclosed information on our forthcoming dates.

Generally speaking we hold at least one primary, secondary or joint course each term. Our locations are Bury and Derby.



Return to Teach Primary

How do I apply?

You **must** first register for the Return to Teach Programme with the TDA. This can be done online at <http://www.tda.gov.uk/teachers/returners.aspx> or by calling the RTT Helpline on 0845 600 0993.

On registering you will be given an 8 digit RTT Registration Number. When you have this, please complete the application form along with a supporting statement of no more than 300 words indicating why you wish to attend a Return to Teach course.

Return your completed application form along with proof of Qualified Teacher Status and your £80.00 course deposit cheque, made payable to Literacy Matters Ltd, to:

Collette Cope
RTT Programme Administrator
Literacy Matters Ltd, 7 Buxton Road West
Disley, Stockport, Cheshire SK12 2AE

How will you choose successful applicants?

We will use the following criteria to select applicants for Returners' Courses:

- Applicants are non-serving teachers, have QTS and have not taught regularly in schools in England in the previous year
- Applicants are proficient in speaking, reading and writing English
- Applicants can demonstrate that they are committed to returning to teaching within six months of the course completion
- Applicants' confirmation that they will not undertake additional work teaching in a school whilst attending the course



Return to Teach Primary

- Secondary places will be given to secondary-trained "STEM" applicants STEM has been selected by the TDA according to national shortage records in subject areas which are; Science, Technology, Engineering, and Mathematics.
- Course Funding is only available for candidates wishing to return to the phase in which they originally trained or those wishing to take up a STEM role. If you have QTS you can teach across all sectors. This is a TDA guideline for the purpose of this course funding only. For more information on this please visit the TDA website or contact Collette as detailed below.

What else do I need?

All candidates will be required to submit a Criminal Record Bureau (CRB) Enhanced Disclosure application. Details of this will be provided prior to the pre-course enrolment session.

Clearance must be received prior to commencement of your school placement.

Any questions?

If you have any questions or require further information on our Return to Teach Primary course, Collette, our RTT Programme Administrator is available in the office, term time, Monday Tuesday Thursday Friday, from 0930 -1230.

You can contact Collette by

Email: collette@literacymatters.com

Tel: 0844 277 9569

We look forward to hearing from you.



Return to Teach Secondary

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What's in the course?

Secondary Curriculum: Teaching and Learning	
The National Strategies	<ul style="list-style-type: none"> ○ Planning, Teaching (individuals, groups and whole class) and Reporting
Whole Class Management	<ul style="list-style-type: none"> ○ Assessing, Planning, Teaching whole class, and Reporting
ICT	<ul style="list-style-type: none"> ○ Knowing and using ICT for own use ○ E-learning support ○ Using ICT with pupils
Learning Styles and Thinking Skills	<ul style="list-style-type: none"> ○ How pupils learn best
Across the Curriculum	<ul style="list-style-type: none"> ○ Contextual teaching of language in different subjects
Assessment and Target Setting	<ul style="list-style-type: none"> ○ Assessing, Planning, Teaching individuals, groups and whole class, and Reporting
Behaviour Management	<ul style="list-style-type: none"> ○ Managing pupil behaviour
School Management	
Schools Today	<ul style="list-style-type: none"> ○ The New Ofsted Inspection; school self-evaluation and improvement ○ Career progression: performance management; threshold assessment ○ Completing your CV and preparing for interviews ○ Life/work balance: effective time management ○ Workforce reform and its implications ○ Avoiding stress in the workplace
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