Teach:RE Course Primary CORE

Handbook for Trainees

Primary ITT students and NQTs

Course Director:

Kathryn Wright

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Teach:RE Course: Introduction

Please read this carefully before you start the course

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Purpose and Aims of the Teach:RE Primary CORE Course

We are delighted that you have decided to undertake the Culham St Gabriel's Teach:RE (TREC) Course. As with all professional development, we expect trainees to approach all the work both seriously and honestly. The purpose of the course is to develop your understanding of RE as a curriculum subject, and to support your subject knowledge so that you can best serve your pupils.

Administration:

If you have signed up as an individual:

Deborah Elwine is the course administrator and is your first point of contact. Her contact details are: email: deborah@cstg.org.uk

Once you have registered, Deborah will inform Kathryn Wright who is the course director. Kathryn's contact details are Kathryn@cstg.org.uk. You can also phone Kathryn between 9am and 5pm Monday to Friday on 01954 261457. Kathryn works for a number of organisations so is not always in her office, but if you leave a message she will get back to you as soon as she can and usually within 24 hours.

Kathryn will allocate you a tutor and you will then work with them to complete the four tasks.

If you are completing the course with an ITT provider/organisation:

Your point of contact will be your local ITT provider/organisation. You should contact them if you have any questions about the course.

Course Tutors

If you have signed up as an individual:

You will be allocated a course tutor after you have submitted your audit to Kathryn. Many of our tutors work in higher education and/or are serving teachers, and all have experience in the field of religious education. You will be given the contact details and a short pen portrait of your tutor. **Please remember that many tutors have a daytime job, and so they may not be able to respond immediately to queries you have.** Your tutor will inform you when it is best to contact them. All email correspondence is monitored by Kathryn, and all contact via email must be copied into Kathryn.

If you are completing the course with an ITT provider/organisation:

Your ITT provider will allocate you a tutor. They may use the TeachRE Primary CORE materials in your RE sessions or lectures, as well as asking you to complete tasks on your own.

Timings and Deadlines

If you have signed up as an individual:

We recommend that you complete the course **within 3 months.** Kathryn will set a deadline for your work when you send your audit to her.

If you are completing the course with an ITT provider/organisation:

Your ITT provider will set deadlines for your work.

Completion of Work

If you have signed up as an individual:

You are encouraged to submit your tasks as you go along to your tutor who will provide feedback for you. However, you can opt to send them altogether if you prefer.

Agreed deadlines must be adhered to. If you find that you are unable to meet your deadline, please complete the extension request form at least three days BEFORE the deadline and send this to Kathryn who will discuss the options available to you. Please find a copy of the extension request form in Appendix 2.

Failure to meet deadlines without any consultation with your tutor/director may result in warnings, leading possibly to exclusion from the course.

If you are completing the course with an ITT provider/organisation:

You must consult your ITT provider about deadlines that you are required to meet.

Confidentiality

Details of the work you complete will only be available to your tutor and the course director. In some circumstances outstanding work may be published on the Teach:RE website. Your permission will always be sought before such work is published.

Outline of the Course

- **The audit:** This short self assessment should take a few minutes to complete.

- **Task One: Why is RE on the timetable?** You will read information about the purpose of RE from a range of sources. You will then create a leaflet for pupils or parents explaining why RE should be included in the school curriculum.

- **Task Two: Where can I find accurate information?** You will be introduced to the website RE:ONLINE and then asked to complete a number of short activities to help you engage with online resources to support your subject knowledge.

- **Task Three: What does good teaching and learning look like in RE?** You will read about and watch some short films about teaching and learning in RE. You will then reflect on all you have learned to write a short article.

- **Task Four: What do I need to know to teach RE effectively?** This task helps you to develop your subject knowledge, and to apply this to your particular context in school or on a teacher training placement. The aim of this task is to help you ensure learning in RE is as effective as possible.

- **Self Evaluation:** You are asked to complete a short self evaluation at the end of the course.

Timings for Tasks

Each task is designed to last about 4 hours. Task 4 may take slightly longer than this. You may find your wider reading takes longer, or that you become interested in certain aspects that mean you spend more time on some tasks. We would expect all trainees to be able to complete the course within 16-20 hours.

For some tasks there are **'Time to Think'** activities. The aim of these activities is to encourage you to dig deeper and reflect more comprehensively on what you are learning so that you can achieve the best outcome from the course.

Documentation

- Trainee Assessment Record - set up by Kathryn or your ITT provider. This is then completed by your tutor.

- Please use Word 2003, 2007 or 2010 or PDF files for all the work you submit.

Assessment Procedures and Criteria

For each task your tutor will write a short comment saying whether you have achieved a satisfactory standard. They will record their comments on your trainee assessment record.

Satisfactory completion of a task means that you have:

• demonstrated sufficient knowledge and understanding of religious education through well chosen selection of evidence

• given examples and reasons to support arguments

• analysed and critically evaluated some of the source material

• a good understanding of some of the broader issues relating to religious education

• used technical terms and religious, theological and philosophical vocabulary correctly

• adhered to academic conventions e.g. SPAG, referencing, appropriate length

If your task does not meet the requirements, you will be given advice on how to improve your work so that you can meet the required standard.

If you have signed up as an individual, when you have completed the course you will be sent a certificate of completion.

Further reading materials

This course gives reading lists for books, journals and articles, as well as online resources.

These reading lists make suggestions for those who would like 'one or two' books to develop their knowledge and understanding, as well as more extensive core and further reading lists for trainees who want to perhaps specialise in RE. If you plan to read one additional resource we suggest:

Pett, S. (2015) *Religious Education: the Teacher's Guide,* Birmingham: RE Today Services

Where Might the Teach:RE Course LITE Lead Me to Next?

At the end of of the course, your tutor will make some suggestions for further CPD opportunities for you. However, here are some ideas to get you thinking:

• Consider doing the TeachRE Course Complete which enables you to develop your subject knowledge more deeply.

• Join #REChatUk via twitter usually on the first Monday of each month. This is run by NATRE.

• Explore CPD opportunities locally e.g. through your local diocese, SACRE, LA, Academy Trust.

• Consider an MA with an RE Pathway. Find out more about the 3forRE scheme. www.cstg.org.uk/grants/3forre

• Join or start a NATRE local group www.natre.org.uk

- Undertake a Farmington Fellowship
  http://www.farmington.ac.uk/scholarships_and_awards/scholarships.html

- Hold a Teachmeet and share your new knowledge!

Appendix 1: Trainee Assessment Record

<table>
<tr><td colspan="2" align="center">Teach RE Primary CORE
Trainee Assessment Record</td></tr>
<tr><td colspan="2">Trainee:</td></tr>
<tr><td colspan="2">Date course started:</td></tr>
<tr><td colspan="2">Tutor:</td></tr>
<tr><td colspan="2">Expected Course completion date:</td></tr>
<tr><td colspan="2" align="center">Audit Summary- completed by Kathryn Wright</td></tr>
<tr><td>Purpose of RE</td><td></td></tr>
<tr><td>Finding Information</td><td></td></tr>
<tr><td>Good teaching and Learning</td><td></td></tr>
<tr><td>Religions and beliefs</td><td></td></tr>
<tr><td colspan="2" align="center">Teach RE Primary CORE Task Completion - completed by your tutor</td></tr>
<tr><td>Task</td><td>Tutor comments</td></tr>
<tr><td>1</td><td>Satisfactory/Requires further work*</td></tr>
<tr><td>2</td><td>Satisfactory/Requires further work*</td></tr>
<tr><td>3</td><td>Satisfactory/Requires further work*</td></tr>
<tr><td>4</td><td>Satisfactory/Requires further work*</td></tr>
<tr><td>CPD Suggestions</td><td></td></tr>
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Self-Assessment- completed by the Trainee	
What was the most interesting part of the course, and why?	
To what extent has your subject knowledge been enhanced?	
What difference will the course make to your teaching?	
If you are an individual trainee: **When you have completed the self assessment please send the form to both your tutor and to Kathryn Wright** kathryn@cstg.org.uk**. Your certificate will then be sent to you.** **If you are completing the course with an ITT provider: Please return this form to your ITT tutor.**	
Course Completion Date:	

Appendix 2: Extension Request Form for Mitigating Circumstances

You must email Kathryn at least three days before your deadline date to request an extension request form. This must then be submitted within 24 hours. Kathryn will then consider the request and inform you of her decision.

Extension Request Form for mitigating circumstances	
Name	
Date of deadline that will be missed	
Current task being studied	
Please state clearly the reason(s) why an extension is needed (no more than 200 words)	
Please give the name and email address of one person who can verify your mitigating circumstances	
How much additional time are you requesting?	
Office use:	An extension has been agreed/not agreed
	A new deadline has been set for:
	A new pathway is being followed Yes/No

Notes:

In line with academic institutions, the following circumstances would normally be deemed as acceptable reasons for an extension:

Bereavement – loss of close relative/significant other; serious short-term illness affecting the student or a close family member; deterioration of a long term physical health and / or mental health condition; significant adverse personal/family circumstances or other serious unforeseen factors.

In addition, the following reason may be considered depending on the specific context of the trainee:

Additional responsibilities within a school setting e.g. taking on a leadership role within a school, exceptionally heavy workload at school.

Appendix 3: Harvard Referencing

Whilst writing an article it is almost certainly necessary to refer to the work of other authors to support your arguments. These works need to have citations so that they can be traced by the reader.

There are a number of different referencing systems but, along with many other academic establishments, Teach RE requires that you use Harvard referencing.

This should be employed throughout your work for footnotes, endnotes and the bibliography.

There are various online guides to Harvard referencing. Many universities have their own publications about this system to support students. Please use one of these links or your own university guide (if appropriate) to ensure you meet the requirements of this course.

http://libweb.anglia.ac.uk/referencing/files/QuickHarvardGuide2013Aug.pdf

http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm

The following website will put details of books or articles into the correct format for you:

http://www.neilstoolbox.com/bibliography-creator/