

KEEP Teaching trial – associated timetable analysis project

MEMORANDUM OF UNDERSTANDING

Aims of the evaluation

The aim of the KEEP Teaching trial is to evaluate the impact of an “intervention” on the retention of Early Career Teachers (ECTs) specialising in Physics. Recruitment is now closed for the KEEP Teaching trial, but schools are invited to participate in this timetable analysis project which supports the KEEP Teaching trial by providing data about Physics ECTs’ timetables.

The timetable analysis project

This memorandum of understanding (MoU) explains what your school’s participation in the study will entail. If you agree to take part and accept the terms and conditions outlined, please sign a copy of this form, and return by email to the IOP project team: KEEPTeaching@iop.org

Structure of the evaluation

The timetable collection activity will run during the autumn term of 2021 and spring term of 2022, with surveys with schools and ECTs completed by July 2022. Brief SMS surveys with ECTs will take place in September 2022 to determine whether they remain working in the same school and if not, whether they remain in the teaching profession.

Schools will receive £250 for their science department following the completion of all evaluation requirements with staff/school in 2022.

The Evaluation Team (IOE) will use job satisfaction and teacher retention information provided by ECTs together with information from the School Workforce Census and the National Pupil Database to assess any impact of KEEP Teaching on teacher retention. The timetable analysis will inform this work.

Requirements for Schools

- Schools must have an Early Career Teacher in their first year of teaching who specialises in Physics. (This ECT may be working as a science teacher or a Physics teacher, but their degree or teaching qualification must be closely related to Physics/Engineering)
- All schools will provide name and contact details for the Physics ECT, the person responsible for Science and the person responsible for setting timetables in the school (‘The school ‘Timetabler’).
- All schools will follow UCL Institute of Education guidance on the secure transfer of data.
- All schools will provide UCL Institute of Education or the IOP with a copy of the timetable for the Physics ECT on request.
- The Physics ECT, the Head of Science, and the person responsible for setting timetables in the school will be invited to complete a questionnaire during the project.
- All schools will provide the teacher number of the Physics ECT.
- The Physics ECT will be invited to respond to a brief SMS survey in September 2022.
- Schools will work closely with the Evaluation Team.

- To thank you for your time, we are offering a £250 incentive for the science department. This incentive will be paid to the school at the end of the academic year in which participation takes place following the completion of all evaluation requirements as required by IOE with staff/school in 2022.

Requirements for All ECTs

- ECTs should inform the IOP if their timetable changes during the school year.
- All ECTs will be invited to complete a questionnaire during the project.
- All ECTs will be invited to respond to a brief SMS survey in September 2022.

Responsibilities of IOP Project Team:

- Process participant data (as provided in the MoUs) and share securely with the IOE when required for the evaluation. Collect and store the timetables for all participating ECTs.
- Administer £250 incentive to all participating schools.
- Work closely with the Evaluation Team.

Responsibilities of the Evaluation Team from IOE:

- Act as the first point of contact for any questions about the evaluation.
- Provide guidance to schools on how to collect and return data safely and securely.
- Conduct surveys with the Physics ECTs, Heads of Science and the person responsible for setting timetables in the schools.
- Analyse the data from the project.
- Disseminate the research findings in collaboration with the Project Team.
- Share contact data of schools with IOP once the 2022 evaluation is complete in order for them to administer the £250 incentive.
- Work closely with the Project Team.

Further details of our plans for use of the data and your rights in relation to the data are included in the attached Data Privacy Notice.

Head teacher Agreement

I agree for my school to take part in the KEEP Teaching timetable analysis project and I accept the eligibility terms and conditions.

School Name: _____

DFE Number (7 digits): _____ School Telephone Number: _____

Head Teacher Name: _____

Head Teacher Signature: _____ Date: _____

Person Responsible for Science Name: _____

Person Responsible for Science Email Address: _____

School Timetabler Name: _____

School Timetabler Email Address: _____

Thank you for agreeing to take part in this research.

Once signed please send a copy to Holly Jones at IOP holly.jones@iop.org

**If you have any queries about the evaluation, please contact:
d.wilkinson@ucl.ac.uk**

This MoU constitutes the school's agreement with the Institute of Physics and UCL Institute of Education to participate in the KEEP Teaching timetable analysis project.