



Teaching and Learning Policy

"to help create an environment in which the drive to assimilate new languages, cultures and sounds is a normal and joyous reflex."

Scope and Purpose of Policy

This policy describes practical situations and theoretical ideals helpful in the evolution of UTTA language and music courses. It lays out the practical approach which most effectively will result in achieving UTTA's aims, whether these are learners, teachers or administrators. The UTTA methodology itself is defined on the UTTA website, currently separately under "languages" "ESOL/EFL" and "music."

Policy Statement

UTTA places great value not only on learning, but on the wider range of skills acquired through the learning process and the enduring enhancement to human existence which these provide. These are skills and understanding which may be presented and reinforced by a whole spectrum of learning environments. UTTA therefore sees its role as facilitating the learning of language, the acquiring of cultural connotation and the appreciation and production of sounds and sound organisations for a wide range of academic, vocational, social and personal objectives and using many different vehicles.

UTTA strives to provide coherent and useful courses and programmes for students of all ages, from all ethnic backgrounds and language groups in a variety of learning contexts. Throughout its activities, UTTA seeks to create ongoing learning for all its students and teachers and provide them with skills to equip them for future learning. Continuous enhancement and addition to our courses is therefore an integral part of our work.

Most specifically we want to develop in our students not only the skills and information needed for the levels of activity referred to in their courses, but to encourage them all to continue into Further or Higher Education or into Workplace-related applications for their skills.

General Principles

UTTA is committed to:

1. Learning which meets personal needs

Active learning is a core principle of how UTTA conveys and develops student skills. UTTA therefore strives in its teaching to

- i) provide of situations and activities which stimulate learning and skills which the student finds useful and pleasing
- ii) use techniques of differentiation and inclusiveness which ensure that all students can engage with the topics and activities chosen.
and
- iii) offer options and choices wherever possible

2. Learning which meets the needs of life and work

In languages, UTTA aims to develop student speaking, listening, reading and writing to ensure progress in work and society both in the target country. It also aims to develop the skills of learners to adapt culturally and respond socially in various environments, regions and countries.

In music, UTTA aims to enhance student skills of listening and response to help them technically make use of their skills in their chosen capacity

3. Promoting active and positive learning

UTTA will provide activities and a course of study that actively engages students, making them masters of their own learning to some extent, and helps them move towards autonomy in learning. Collaborative learning is also highly valued. Learning is supported by positive teacher responses and high quality regular feedback to ensure that the student is empowered to improve.

4. A learner-focused approach

In language teaching, UTTA teaching staff may rely on a wide variety of methodologies to respond to the various needs of their students including, but not limited to PPP, ESA and other generally recognised methodologies - providing these do not prevent active learning from taking place. Lessons will be planned within the framework of course objectives and desired outcomes.

In music teaching similarly, different techniques are to be encouraged providing they support the exploratory style of UTTA methodology.

5. Schemes of Work

UTTA Teachers will endeavour to provide schemes of work appropriate to students, and to make students aware of the significance of their learning choices and which are appropriate to their immediate needs or future plans.

6. Study Flexibility

UTTA and its teachers will design and teach its programmes of study in a way that is responsive to the evolving needs of its students.

7. Student Backgrounds

UTTA acknowledges that students emanate from a variety of cultural, linguistic and ethnic backgrounds, with varying life experience, and will attempt to use such knowledge in lessons where can be integrated usefully.

8. Employability and lifelong learning

UTTA has a commitment to developing the employability of its students and their capacity for and access to lifelong learning.

9. Policy of update and improve

UTTA is committed to an annual review of all courses, and annual observations of all teachers. An annual review of resources is also desirable.

10. Academic interest

UTTA actively encourages educational research.

Working Practice

UTTA will ensure that:

1. students can access support

UTTA will provide its students with:

- 1.1 help and educational support throughout their course
- 1.2 a variety of resources which meet their needs
- 1.3 good classroom management and a pleasant working atmosphere
- 1.4 regular assessment and feedback
- 1.5 schemes of work devised to their needs
- 1.6 differentiation and recognition of prior achievement
- 1.7 clear fair and logical assessment method linked to scheme objectives
- 1.8 focus on critical essential needs of learners
- 1.9 mindfulness of individual learning requirements and statements

2. education is of high quality

All courses will:

- 2.1 have clearly expressed goals
- 2.2 progress logically towards goals
- 2.3 connect with subsequent education or work requirements
- 2.4 be reviewed regularly to explore their effectiveness and appropriateness

3. modules are well designed

All modules and units will:

- 3.1 state their desired outcomes
- 3.2 employ materials, exercises or activities likely to lead to those outcomes
- 3.3 be assessed in a way which can judge those outcomes
- 3.4 be evaluated for content regularly
- 3.5 be reviewed formally
- 3.6 be taught by properly qualified teachers with regularly updated skills

4. assessment and correction is systematic

Teachers at UTТА will be able to:

- 4.1 check student standards by applying CEFR measures
- 4.2 teach using UTТА methodology and active learning methods
- 4.3 make consistent regular assessments of all skills
- 4.4 develop reliable testing tools and gauges
- 4.5 review progress regularly and offer opportunities for discussion
- 4.6 correct using constructive methods
- 4.7 encourage student self-assessment
- 4.8 encourage student self-correction and positive peer correction

5. teachers are educationally supported

UTТА will make its teachers more effective by:

- 5.1 responding positively to excellent teaching
- 5.2 providing adequate CPD for teachers where possible

CPD may include but is not limited to:

- 5.3 teaching skills, legal requirements, technical and technological skills development, reviewing UTТА principles and practice, encouraging research

It may be

- 5.4 in-house or commercial

6. The quality of teaching is maintained by

- 6.1 regular formal teaching observations and peer observations with pre and post-observation time
- 6.2 focus on agreed actions
- 6.4 follow-up reviews

7. learners will benefit from excellent resources

UTТА will enhance the effectiveness of teaching and learning by

- 7.1 providing and maintaining resources and facilities to support teaching and learning including technologies
- 7.2 providing an annual budget for updates and new items

- 7.3 holding an annual resource review
- 7.4 developing in-house realia and resources
- 7.5 educating teaching and non-teaching staff on copyright convention and requirements
- 7.6 cataloguing and arranging of resources
- 7.7 booking system for some facilities and check-out for others

Linked Policies

This policy contains the following policies:

- CPD Policy
- Learning Resources Policy
- Assessment Policy
- Teacher Observation Policy

The following policies are available separately:

- Teacher Substitution Policy
- Equal Opportunities Policy
- Recruitment Policy
- Health and Safety Policy
- Student Complaints Policy
- Student Attendance Policy
- Staff Discipline Policy

Location and Access to Policies: These are available from the UTTA main office.

Date approved: 28th May 2015 Approved by: Jane Lane

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