

NQT Induction Policy



Headteacher: Mrs S Green
Chair of Governing Body: Mrs Brown

Our school's induction process has been designed to make a significant contribution to both the professional and personal development of Newly Qualified Teachers as they make progress towards the Teachers' Standards (DfE).

The Headteacher, along with the appropriate body, is jointly responsible for the monitoring, support and assessment of the NQT during induction. In this school, the appropriate body is Durham local authority. They are also responsible for the quality assurance of this induction process.

Other key roles within the induction process are the induction tutor and the governing body.

Roles and Responsibilities within the Induction process

(Taken from 'Statutory guidance on induction for newly qualified teachers', April 2018)

The NQT should:

- Provide evidence that they have QTS and are eligible to start induction;
- Meet with their Induction Tutor to discuss and agree priorities for their induction programme and keep these under review;
- Agree with their Induction Tutor how best to use their reduced timetable allowance;
- Provide evidence of their progress against the relevant standards (see para 1.5);
- Participate fully in the agreed monitoring and development programme;
- Raise any concerns with their Induction Tutor as soon as practicable;
- Consult their Appropriate Body Named Contact at an early stage if there are or may be difficulties in resolving issues with their tutor/within the institution;
- Keep track of and participate effectively in scheduled classroom observations, progress reviews and formal assessment meetings;
- Agree with their Induction Tutor the start and end dates of the induction period/part periods and the dates of any absences from work during any period/part period; and
- Retain copies of all assessment forms.

The Headteacher should:

- Check that the NQT has been awarded QTS;
- Clarify whether the NQT needs to serve an induction period or is exempt;
- Agree, in advance of the NQT starting the induction programme, which body will act as the Appropriate Body;
- Notify the Appropriate Body when an NQT is taking up a post in which they will be undertaking induction;
- Meet the requirements of a suitable post for induction;
- Ensure the Induction Tutor is appropriately trained and has sufficient time to carry out their role effectively;
- Ensure an appropriate personalised support programme is in place;
- Ensure the NQT's progress is reviewed regularly, including through observations of their teaching with timely feedback;
- Ensure that termly assessments are carried out and reports completed and sent to the Appropriate Body;

- Maintain and retain accurate records of employment that will count towards the induction period;
- Make the Governing Body aware of the arrangements, that have been put in place to support NQT's serving induction;
- Make a recommendation to the Appropriate Body on whether the NQT's performance against the Teachers' Standards is satisfactory or requires an extension;
- Participate appropriately in the Appropriate Body's quality assurance procedures;
- Retain all relevant documentation/evidence/forms on file for six years.

The Induction Tutor should: (or the Headteacher if carrying out this role)

- Provide, or coordinate, guidance and effective support including coaching and mentoring for the NQT's professional development (with the Appropriate Body where necessary);
- Carry out regular progress reviews throughout the induction period;
- Undertake three formal assessment meetings during the total induction period coordinating input from other colleagues as appropriate (normally one per term, or pro rata for part-time staff);
- Inform the NQT during the assessment meetings the judgements to be recorded in the formal assessment record and invite NQTs to add their comments;
- Ensure that the NQT's teaching is observed and feedback provided;
- Ensure NQTs are aware of how, both within and outside the school, they can raise any concerns about their induction programme or their personal progress;
- Take prompt, appropriate action if an NQT appears to be having difficulties.

The Governing Body:

- Should ensure compliance with this guidance;
- Should be satisfied that the institution has the capacity to support the NQT;
- should be satisfied that the institution has the capacity to support the NQT;
- Should ensure the Headteacher is fulfilling their responsibility to meet the requirements of a suitable post for induction;
- Must investigate concerns raised by an individual NQT as part of the institution's agreed grievance procedures;
- Can seek guidance from the Appropriate Body on the quality of the school's induction arrangements and the roles and responsibilities of staff involved in the process;
- Can request general reports on the progress of an NQT.

Procedure for NQTs not satisfied with the Induction process

1. Raise any concerns with their induction tutor as soon as is practicable
2. Discuss issues of concern with the Headteacher
3. Consult their Appropriate body named contact
4. Raise concerns with the Governing body as outlined in their school's agreed grievance procedures

The whole staff will be kept informed of the school induction policy and encouraged to participate, wherever possible, in its implementation and development. This policy reflects a structured whole school approach to teacher induction and recognises that the quality and commitment of the people who supervise the induction is a crucial factor in its continued success.