



Induction Policy of Newly Qualified Teachers (NQTs)

Review Date November 2020

Every Child, Every Chance, Every Day, Working Together



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AIMS

1. To ensure that newly qualified staff appointed to the school feel welcomed and valued.
2. To support newly qualified staff so that they are able to settle into the school as quickly and as happily as possible and are therefore able to apply their talents and expertise for the greater good of the school and to teach effectively.
3. To provide opportunities to allow NQTs to develop professionally in accordance with their personal ambitions.

MANAGEMENT

1. The Governing Body and the Head Teacher as well as the Appropriate Body are responsible for ensuring that NQTs have an appropriate induction programme.
2. The Professional Mentor, together with the NQT's Mentor, will be the NQT's line manager and will be responsible for overall management of initiation NQTs into the teaching professional and the school organisation. The professional Mentor and the NQT's mentor will be responsible for developing attainable targets with regular reviews and the assessment of the NQT's performance.
3. Progress of the NQT will be monitored in accordance with the Statutory Guidance which outlines the induction arrangements.
4. The NQT will be provided with a timetable the equivalent of 80% that of a normal teaching timetable. The timetable will contain a range of subjects and a range of abilities.
5. Time will be allowed for the NQT to meet other NQTs in the area, attend relevant courses and visit other local schools.

AFTER APPOINTMENT, BEFORE TAKING UP POST

1. To provide a minimum of two or three days preliminary visits to the school, to meet staff, discuss timetables, sets, and to work with some pupils if possible. To allow the NQT to discuss their areas for development and targets.
2. To provide an induction handbook together with any other required information, concentrating initially on routines for the beginning of term.



3. To arrange points of contact should the NQT need help during the time prior to taking up appointment.

AFTER TAKING UP POST

NQTs will follow a structured induction programme. Weekly meetings will take place with their tutor throughout the year and regular meetings with the Professional Mentor.

The Professional Mentor will be responsible for:-

1. Overall monitoring of NQT progress
2. Standardisation of observation and reports judgements against the standards
3. Providing a generic induction programme to include information on:
 - Procedures for staff absence, leaving cover work and doing cover
 - Duties and school meal arrangements
 - School evacuation procedures
 - Meeting support staff
 - Social / medical details
 - Health & Safety including E-safety
 - Discipline – review of procedures and positive behaviour management
 - Safeguarding procedures
4. In addition training session will include:
 - Common Standards and Professionalism
 - Peer lesson observations
 - Teaching and Learning
 - Report writing
 - Dealing with stress / workload

The Mentor will be responsible for:-

1. Personal timetable – 80% of normal teaching timetable
2. Teaching
3. Monitoring day-to-day progress
4. Mid and End of Term Review meetings and reports
5. Arranging peer lesson observations for NQT
6. School resources: stationery, textbooks, IT audio-visual equipment
7. Classroom behaviour, control and sanctions



8. Teaching and Learning Policy
9. Assessment policy, record and mark books

MONITORING OF PROGRESS TO SUPPORT THE NQT

1. To be awarded Qualified Teacher Status (QTS) trainee teachers must have met Standards relating to:-
 - Set high expectations which inspire, motivate and challenge pupils
 - Promote good progress and outcomes by pupils
 - Demonstrate good subject and curriculum knowledge
 - Plan and teach well-structured lessons
 - Adapt teaching to respond to the strengths and needs of all pupils
 - Make accurate and productive use of assessment
 - Manage behaviour effectively to ensure a good and safe learning environment
 - Fulfil wider professional responsibilities

PERSONAL AND PROFESSIONAL CONDUCT

- Teachers uphold public trust in the profession and maintain high standards of ethics behaviour, within and outside school.
 - Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
 - Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
2. During the Induction Year the NQT will work towards Induction Standards relating to these areas.
 3. Observation will take place two to three times a term. Each observation will follow meetings with the NQT to identify a specific focus in relation to the induction standards and targets set.
 4. Informal meetings at each half term and three formal summative assessment meetings will take place with the mentor, one at the end of each half term to review the extent to which the NQT is meeting the induction standards, review targets and set new objectives in relation to this.
 5. The mentor in consultation with the Professional Mentor will complete the NQT Induction Assessment form at the end of each term, (signed by Head Teacher, Induction tutor and

NQT. Copies to NQT, Head Teacher and uploaded onto NQT Manager.) In June the Induction summary Statement will be completed by the mentor and signed by the Head Teacher. It will then be sent to the Appropriate Body to recommend whether the NQT has met the requirements for the satisfactory completion of the induction period.

6. At the end of the year in induction year will be reviewed and targets set in preparation for the School's Performance Management System.

UNSATISFACTORY PROGRESS

1. In the event that a NQT is not making satisfactory progress, early action will be taken in order to support and advise the teacher to make any necessary improvements. This will initially be done in informal meetings with the mentor and or Professional Mentor.
2. In the event that the NQT continues to make unsatisfactory progress the Appropriate Body will be informed. The Appropriate Body will provide advice and support both to the NQT and the school.
3. The Head Teacher will be kept informed of any NQT making unsatisfactory progress and will observe the teaching of any NQT judged to be at risk of failing.
4. Reports sent to the Appropriate Body will indicate any unsatisfactory progress made by the NQT and whether the NQT is at risk of failing to complete the induction period. The Head Teacher should write to the NQT about any unsatisfactory assessments and inform them of the consequences of failing to make the necessary improvements.
5. Where the school recommends that a NQT needs to extend their induction period, or who is failing to meet the standards for the induction period, the Appropriate Body will be informed immediately of this and relevant forms will be completed.

OTHER OPPORTUNITIES

The NQT will be able:

- a) To observe lessons in their own and in other subject areas
- b) To visit another School in the area for at least half a day to observe lessons.
- c) To meet with other NQTs in the area and attend meetings arranged for NQTs.

MONITORING AND EVALUATION

1. A copy of the policy is given to all NQTs and is available to all staff in school
2. The Professional Mentor discusses progress and relevant issues with the Leadership Team.
3. Copies of lesson observations and review summaries are passed to the mentor, then to the Deputy Head Teacher and the Head Teacher
4. Copies of all relevant documentation are sent to the Appropriate Body as requested



5. NQTs are invited to discuss issues of concern with their Team Leader, and Professional Mentor as appropriate.
6. Governors are informed of progress and the programme.

Our aim is to support, commend and give a positive direction to the induction period. Much significant advice and help will also be available formally from colleagues generally, and may people will give support independently of the formal structure we offer.

Adopted by Governing Body on

Signed by.....

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