



The Castle Partnership Trust
ACHIEVE | BELONG | PARTICIPATE

Newly Qualified Teacher (NQT) Induction Policy

Date: May 2015

Executive Headteacher: Sarah Watson

Headteacher at Court Fields School: Rachael Bennett

LEAD PERSON: Professional Tutor

OBJECTIVES:

- To provide a programme appropriate to the individual needs of the NQT.
- To provide appropriate support through the role of an identified Professional Tutor, Induction Tutor and Mentor.
- To put in place support mechanisms to monitor the NQT's progress against the NQT Induction Standards.
- To provide a foundation for longer-term professional development

KEY POINTS:

- Each NQT will have a named Induction Tutor, usually their Head of Department and a named Mentor, usually from another subject area.
- The induction programme for NQTs will be an integral part of each school's Continued Professional Development (CPD) programme.
- The whole staff will be kept informed of the relevant school's induction policy and encouraged to participate, wherever possible, in its implementation and development.
- A reduction of 10% of the average teacher's teaching time commitment will be applied. This time will be used for participating in the school's induction programme.
- The NQT will be observed by experienced colleagues, given prompt feedback on the teaching observed and receive advice as necessary.
- The relevant school will seek opportunities for NQTs' further professional development beyond the school.
- The NQT will be provided with opportunities for further professional development based on agreed targets.
- Opportunities will be created for NQTs to gain experience and expertise in self-assessment.
- The Induction Tutor will ensure that assessment procedures are consistently applied.
- Copies of any records will be passed to the NQT.
- Termly reports for the NQT will give details of:
 1. areas of strength
 2. areas requiring development
 3. evidence used to inform judgement
 4. targets for the coming term
 5. support to be provided by the school.

Roles and Responsibilities

Each School will:

Provide a strong professional culture where there is:

- an atmosphere of trust
- good communication
- a feeling that everyone has a say in decision making
- a network of supportive colleagues
- recognition of good work
- an emphasis on enhancing everyone's confidence
- a commitment to CPD.

The Headteachers will:

- Ensure an appropriate induction programme is set up.
- Ensure each NQT has a 10% reduction in the average teaching time commitment.
- Recommend whether an NQT has met the requirements for satisfactory completion of the induction period.
- Observe and give written warnings to an NQT at risk of failing to meet the required standards, in line with guidance of Section 7 of Guidance for Schools, Personnel Manual.
- Keep the Governing Body aware and up to date about induction arrangements and the results of formal assessment meetings.

The Professional Tutors will:

- Co-ordinate the work of the Induction Tutors.
- Organise an appropriate programme for the NQTs.
- Support the Induction Tutor in monitoring the progress of their NQT.
- Provide time and regular opportunities for the NQT to meet with other NQTs, trainees and teachers who have recently completed their induction programme.

The NQT Induction Tutors (IT) will:

- Manage the initiation of their NQT into the teaching profession.
- Provide support and guidance and the rigorous but fair assessment of NQT performance.
- Review the NQT's Career Entry Development Plan (CEDP) Transition Points, developments needed and how they will be assisted in making these, and agree an Action Plan at the start of the induction period.
- Keep records of all formal observations and feedback meetings, signed and dated by all parties.
- Conduct half-termly Professional Review Meetings and review/revise the NQT's Action Plan.
- Conduct termly Assessment Meetings and prepare the NQT Assessment for the Headteacher which will give details of:
 - Areas of strength
 - Areas requiring development
 - Evidence used to inform judgement
 - Targets for the coming term
 - Support to be provided by the school.

The NQT will, with the support of their Induction Tutor:

- Participate fully in the Induction Programme.
- Address targets identified during their Initial Teacher Training.
- Address targets which emerge during their Induction Year.
- Record evidence of their progress against the Induction Standards.
- Observe experienced colleagues teach.
- Take increasing responsibility for their own CPD.
- Be observed in the first 4 weeks of the start of the new teaching post after which they should be observed at least once in any 6-8 week period.

The Mentor

We will appoint a mentor who can provide on-going support throughout the year. This might be a newly qualified teacher or someone from a different curricular area who will act on an informal and voluntary basis to provide additional personal support.

Assessment and Quality Assurance

- Assessments will be made in line with the Statutory Requirements and will be subjective, supportive and inform future planning.
- Responsibility for contributing to the assessment will involve all teachers that have been part of the NQT's development.

Addressing NQT Concerns

If an NQT has any concerns about the induction, mentoring and support programme, these should be raised within the school in the first instance with the Professional Tutor. Where the school does not resolve them, the NQT should raise concerns with the named LA contact, which will be given in their Induction Folder.

At Risk Procedures

If any NQT encounters difficulties with meeting the NQT standards, the following procedures will be put into place:

- An expectation is established that the support provided will enable any weaknesses to be addressed.
- Diagnose and record the exact nature of the problem and advice given on how to redress the problem.
- Agreed attainable targets for action with specific and practical steps outlines for securing an improvement in practice.
- Experienced colleagues will model aspects of good practice so that the NQT can focus attention on particular areas of teaching through observation.
- Early warning of the risk of failure will be given and the school's concerns communicated to the LA without delay.

Where an NQT has continuing difficulties, further support, advice and direction will be given. Areas of concern will be re-defined and clarified and the necessary improvements required clearly set out. Where necessary, the Headteacher/LA advisor will support the induction tutor in planning an appropriate programme to ensure satisfactory completion of the NQT induction year and that all steps have been taken to help a failing NQT improve.