



NQT POLICY

From Training To Teaching

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Purpose

This policy outlines how the school complies with the statutory guidance for the induction of Newly Qualified Teachers (NQTs), Sections 135A, 135B and 141C(1)(b), of the Education Act 2002, and associated Education Regulations (Induction Arrangements for School Teachers) (England) 2012.

Appointment of an Appropriate Body for NQT Induction

Prior to commencing employment, the School/Academy has appointed Wiltshire Council as the appropriate body to oversee the induction of NQTs.

The Post

Prior to advertising a post, the HT shall decide if it is a suitable post for the induction of NQTs and mark the advertisement appropriately. To be suitable the school must be able to provide:

- An additional 10% of non-contact time
- An experienced teacher with QTS to act as induction tutor
- A post where the teacher regularly plans for the needs of the same class, or classes
- A contract that is at least 65 days in length

The Governing Body should also consider if the school has the capacity to support an NQT, bearing in mind:

- The experience and expertise of the rest of the teaching staff
- The fact that an NQT should not ideally mentor students, lead subjects or undertake significant numbers of additional duties.

Prior to the contract commencing, the HT should give consideration as to the class/classes to be taught, ensuring that they are not unreasonably demanding for the setting.

Introduction

All staff at the School are committed to providing high quality support for all Newly Qualified Teachers in order that future generations of children may receive the highest standard of education.

NQTs are full members of staff who must adhere to all school policies and professional standards. These must be read before the start of employment.

NQTs must also meet the core standards as stipulated by the Secretary of State for Education.

Personalised programme

The Trust believes in investing in its staff and consequently aims to provide a personalised support package, which considers the developmental needs of the NQT agreed at the end of Initial Teacher Training (ITT).

THE NQT PROGRAMME AT West Ashton primary

THE INITIAL INDUCTION

Towards the end of the academic year, all NQTs will be invited to attend a two week induction programme. The first week is compulsory and the second week is optional. This will allow NQTs to familiarise themselves with all school and faculty systems so that they feel well prepared for the start in September. The first week will include:

- a tour of the school
- meetings with key personnel both in and out of the Faculty
- information about the school behaviour systems
- SEN information
- electronic systems
- pupil pursuit
- starting lessons
- the school calendar
- faculty procedures and information including timetables and pupil information
- observations of colleagues within the department
- hints and tips for surviving the first year!

KEY PERSONNEL

Many people play a part in the induction process:

- **The Headteacher** –will have overall responsibility for the school’s management of the NQT programme. The Head will meet all NQTs and will talk about child protection procedures.
- **The induction tutor** – will oversee the induction process. She will:
 - liaise with mentors and HOFs
 - organise training events in house and within county
 - quality control assessments
 - attach NQTs to tutor groups
 - ensure mentors are aware of their role and train as necessary
 - observe NQTs teach
 - have regular meetings and set targets
 - liaise with the LEA as necessary
- **The Mentor** – will oversee the induction process on a day to day bass. They will:

- meet with the NQT
 - observe lessons
 - assess performance against standards
 - support the NQT on a day to day basis with planning, faculty and school procedures.
- **The Curriculum Leader – will:**
 - support the NQT as per faculty procedures,
 - observe lessons
 - help with assessments.
 - intervene should issues arise
- **Peer support** – is a non judgmental role and a less experienced member of the faculty who can answer all the questions NQTs are afraid to ask anyone else! They can support in a very informal way.

THE PROGRAMME FROM SEPTEMBER

Here is a summary of what will happen each term. There is more detailed information given to mentors at the start of the year. A brief meeting will be held.

Term 1

- Subject mentor will observe within first 4 weeks.
- Subject mentor meetings will take place every 2 weeks. The meetings will be guided by needs and issues.
- The NQT should observe the mentor or another suitable member of the faculty.
- The induction tutor will observe NQTs by the end of November.
- NQTs will have a professional review meeting with the induction tutor in the first 6 weeks where we will look at their CEPD documents and set targets.

Term 2 / 3 / 4 / 5 / 6

- Subject mentor observation
- Fortnightly meetings
- Observation of another member of staff (need not be in faculty)
- A formal professional meeting with induction tutor to review term and assessments at end of terms 2, 4 and 6
- Informal meetings to review targets.
- **Formal assessment written by subject mentor at end of terms 2 / 4 and 6**

IN HOUSE TRAINING

The induction tutor will organise in house training as per the school calendar. Other staff will help run these sessions. They are very flexible but could include:

- SEND
- Using a TA
- tutoring
- trips and visits

COUNTY TRAINING

The NQT induction process is an agreed process within the West Wilts Alliance of schools to ensure consistency. These will include sessions on behaviour management and aspects of teaching and learning and will be held in different schools.

ASSESSMENTS AND CORE STANDARDS

At the beginning of the year, each NQT and mentor is given a file which is produced by the LEA. This includes all aspects of induction and the core standards that each NQT must fulfil in order to successfully complete the induction year. It is important that the core standards are referred to when compiling the 3 written assessments.

Legal duties

The school will:

- Ensure the NQT is aware of the named contact for NQT Induction at Wiltshire Council – For the academic year 2019-20 this is Jane Margetts.
- Retain signed copies of the registration form and completed assessment securely for 6 years. If an NQT leaves during, or at the end of, their induction year they will be given copies of their assessments.
- share general reports on the progress of an NQT on a termly basis with the governing body but is not automatically entitled to have access to an individual's assessment forms. The exception to this would be when an NQT has raised concerns about a particular issue/assessment via the grievance procedures
- Ensure that it meets the legal requirements detailed within the statutory NQT induction guidance. Sections 5.3-5.6 and 5.11.

NQTs FAILING TO MEET THE STANDARDS

If the NQTs performance is a concern, the school is committed to:

- Providing additional resources to support them
- Informing the appropriate body immediately if their they feel their NQT is not on track to pass induction
- Working with the NQT and appropriate body to provide action plans that cover a 20-day period detailing what the NQT needs to do to improve and how the school will support him or her. These action plans will be reviewed systematically with a cycle of support and review continuing until the end of the academic year.

It is important that the mentor alerts the induction tutor as soon as issues arise. Should the NQT continue to fail after support is put in place, the Headteacher will make a final decision based on an observation and county procedures will follow.