

St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence through encouraging resilience, empathy, aspiration and challenge. We have high expectations for ALL so that we can be 'The best we can be.' With Faith, Hope and Love at the heart of our school family, our children feel safe, secure and supported.



Policy for NQT Induction

SAFEGUARDING POLICY CROSS REFERENCE

Please read this policy in conjunction with the School Safeguarding Policy alongside the guidance found in the Gloucestershire Safeguarding Children's Board Handbook www.gscb.org.uk/handbook and the guidance on safer working practices outlined in www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/safeguardingadvisernetwork/sanetwork

Our ethos is one that nurtures education through recognition and celebration of all children's experiences and achievements, whatever the context. Each child is unique and made in the likeness of God. Every child should succeed at their own level and be praised for this success.

Author:	Natalie Jones
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Other relevant policies:	Code of Conduct, Appraisal

Schools should be familiar with the 'Statutory Guidance on Induction for Newly Qualified Teachers in England', revised October 2016.

1. AIMS

St Joseph's Catholic Primary School aims to:

- Run a NQT induction programme that meets all the statutory requirements
- Provide NQTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers
- Ensure all staff understand their role in the induction programme

2. LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the most recent Department for Education's statutory guidance.

The 'relevant standards' referred to below are the [Teachers' Standards](#).

3. EMPLOYMENT IMPLICATIONS

The Induction Period, and the processes which take place within this period, are separate from other employment decisions.

Governors are free to appoint NQTs to posts advertised as permanent or temporary but must be aware of the obligations and requirements associated with such appointments. Induction should not be used as a reason to make an appointment temporary.

At the end of the Induction Period, there are a number of possible results:

(a) A recommendation that the Teacher has met the requirements for satisfactory completion of the Induction Period. If this recommendation is accepted by the Local authority, the Teacher will be notified accordingly.

(b) If it is felt that the teacher has not reached the required standard and that the Induction Period must be extended or a decision taken that the teacher has failed the Induction process.

Failure to complete the Induction Period means that the Teacher is no longer able to meet the requirements of the job and can no longer be employed in this capacity. Under these circumstances the Teacher must be dismissed but has the right to appeal against the decision to fail the induction period. If the NQT indicates that they do not wish to appeal, or fail to lodge an appeal within 20 working days of the notification of the result of the Induction Period, the Employer must dismiss within 10 working days.

If the NQT does lodge an appeal the employer can dismiss but may also delay until the Appeal is heard. During the period prior to this hearing the teacher can continue to work but cannot take sole responsibility for a class or group of children.

In the event of a failed Induction Period it is strongly recommended that advice is sought from the Human Resources provider before decisions are taken regarding dismissal.

4. PRE EMPLOYMENT

Schools should be aware that NQTs **may not** begin induction until they have obtained Qualified Teacher Status (QTS). The QTS date appears on the certificate sent to the NQT from the National College for Teaching and Leadership and schools should always insist on seeing this. Only this certificate constitutes evidence of QTS being awarded; a letter from a college or other body

recommending QTS is not enough. In some cases, NQTs are starting induction before they have technically gained QTS; however, this period of time will not count towards induction.

- Check that the NQT has passed his/her teaching qualification
- Confirm that the NQT has passed the relevant skills tests
- Check the NQT's QTS certificate as soon as it is available. If it becomes evident that the NQT has not been awarded QTS, please advise us immediately. If the NQT has not received his/her QTS certificate, the NQT must pursue this directly with the National College for Teaching and Leadership on telephone number: 0207 593 5392
- Find out whether the NQT has completed any terms of induction and include details on the NQT registration form. If the NQT has completed induction in other local authorities (ie not Gloucestershire LA), then send all the NQT induction assessment forms with the completed NQT registration form
- Return the completed NQT registration form for each NQT to:
helen.c.owen@gloucestershire.gov.uk or anne.lloyd@gloucestershire.gov.uk

5. THE INDUCTION PROGRAMME

For a full-time NQT, the induction programme will typically last for a single academic year. Part-time NQTs will serve a full-time equivalent.

5.1 POSTS FOR INDUCTION

Each NQT will:

- Be provided with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant standards throughout, and by the end of, the induction period
- Have an appointed induction tutor, who will have qualified teacher status (QTS)
- Have a reduced timetable to allow them to undertake activities in their induction programme, with no more than 90% of the timetable of our existing teachers on the main pay range
- Regularly teach the same class or classes
- Take part in similar planning, teaching and assessment processes to other teachers working in similar posts
- Not be given additional non-teaching responsibilities without appropriate preparation and support
- Not have unreasonable demands made upon them
- Not normally teach outside the age range and/or subjects they have been employed to teach
- Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis

5.2 SUPPORT FOR NQTS

We support NQTs with:

- Their designated induction tutor, who will provide day-to-day monitoring and support, and coordinate their assessments
- Observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback

- Regular professional reviews of their progress, to take place every half term, at which we will review their objectives and revise them in relation to the relevant standards and their current needs and strengths
- Chances to observe experienced teachers, either within the school or at another school with effective practice

5.3 ASSESSMENT OF NQT PERFORMANCE

Formal assessment meetings will take place on a termly basis, carried out by the induction tutor.

These meetings will be informed by clear and transparent evidence gathered during the preceding assessment period, and drawn from the NQT's work as a teacher and from their induction programme. Copies of the evidence relied on will be provided to the NQT and the appropriate body.

After these meetings, formal assessment reports will be completed that clearly show how the NQT is performing against the relevant standards.

At the end of the programme, NQTs will take part in a final formal assessment meeting. The outcomes of this meeting will be used by the head teacher to decide whether the NQT's performance is satisfactory against the relevant standards. The decision will be written up in a final assessment form.

The NQT can add their own comments to this final form.

The form will then be sent to the appropriate body, who will make the final decision on whether the NQT has passed their induction period.

5.4 AT-RISK PROCEDURES

The Department for Education states that *Head teachers and appropriate bodies should continue to make a decision on whether an NQT has met the Teachers' Standards throughout the period of their induction, notwithstanding absence due to coronavirus (COVID-19).*

If it becomes clear the NQT is not making sufficient progress, additional monitoring and support measures must be put in place immediately, meaning:

- Areas in which improvement is needed are identified
- Appropriate objectives are set to guide the NQT towards satisfactory performance
- An effective support programme is put in place to help the NQT improve their performance

If there are still concerns about the NQT's progress at their next formal assessment, so long as it is not the final assessment, the head teacher will discuss this with the NQT, updating objectives as necessary and giving details of the improvement plan for the next assessment period.

In line with recent government guidance, *if at the end of the induction period there are concerns that an NQT, with absence related to coronavirus (COVID-19), has not achieved the standards, we will seek further guidance to recommend an extension, allowing the NQT further time and opportunity to demonstrate their ability to meet the standards.*

6. ANNUAL TIMETABLE AND ASSESSMENT FORMS

All information required including assessment forms and timelines are available on the schoolsnet website:

<http://www.gloucestershire.gov.uk/schoolsnet/article/113824/NQT-induction>

The Teaching Regulation Agency will work with appropriate bodies affected by coronavirus (COVID-19).

7. OBSERVATIONS OF THE NQT'S TEACHING PRACTICE

An NQT's teaching should be observed at regular intervals throughout their induction period to fairly monitor against the relevant standards. A full-time NQT's teaching should be observed during their first few weeks in post and at least once in any six to eight week period after that but this will depend on their targets and progress towards the Teaching Standards.

8. ROLES AND RESPONSIBILITIES

8.1 ROLE OF THE NQT

The NQT will:

- Provide evidence that they have QTS and are eligible to start induction
- Meet with their induction tutor at the start of the programme to discuss and agree priorities, 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
- Participate fully in the monitoring and development programme
- Participate in scheduled classroom observations, progress reviews and formal assessment meetings
- Agree with their induction tutor the start and end dates of the induction period, and the dates of any absences from work during the period
- Keep copies of all assessment forms

When the NQT has any concerns, they will:

- Raise these with their induction tutor as soon as they can
- Consult with their contact at the appropriate body at an early stage if there are difficulties in resolving issues with their tutor or within the school

8.2 ROLE OF THE HEAD TEACHER

The head teacher will:

- Check that the NQT has been awarded QTS and whether they need to serve an induction period
- Agree, in advance of the NQT starting, who will act as the appropriate body
- Notify the appropriate body when an NQT is taking up a post and undertaking induction
- Make sure the NQT's post is suitable according to statutory guidance
- Ensure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively
- Ensure the NQT's progress is reviewed regularly, including through observations and feedback of their teaching
- Ensure that formal assessments are carried out and reports completed and sent to the appropriate body
- Maintain and keep accurate records of employment that will count towards the induction period

- Make the governing board aware of the support arrangements in place for the NQT
- Make a recommendation to the appropriate body on whether the NQT's performance against the relevant standards is satisfactory
- Participate in the appropriate body's quality assurance procedures of the induction programmes
- Keep all relevant documentation, evidence and forms on file for 6 years

8.3 ROLE OF THE INDUCTION TUTOR

The induction tutor will:

- Provide guidance and effective support to the NQT, including coaching and mentoring
- Carry out regular progress reviews throughout the induction period
- Undertake formal assessment meetings during the induction period, coordinating input from other colleagues as appropriate
- Inform the NQT during the assessment meeting of the judgements to be recorded on their formal assessment record and invite the NQT to add their own comments
- Ensure that the NQT's teaching is observed and feedback is provided
- Ensure the NQT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the school
- Take prompt, appropriate action if the NQT appears to be having difficulties

8.4 ROLE OF THE GOVERNING BOARD

The governing board will:

- Ensure the school complies with statutory guidance
- Be satisfied that the school has the capacity to support the NQT
- Ensure the head teacher is fulfilling their responsibility to meet the requirements of a suitable induction post
- Investigate concerns raised by the NQT as part of the school's grievance procedure
- If it wishes, seek guidance from the appropriate body on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process
- If it wishes, request general reports on the progress of the NQT

9. HELP FOR NQTs

- In the first instance, talk to your NQT induction tutor/mentor, or talk to a member of the Senior Management Team or the Headteacher
- If, having spoken to your NQT induction tutor/mentor, you require clarification of any of the regulations or any other technical aspects of NQT induction, you can contact Anne Lloyd using the details on this page.
- The local authority is required to give NQTs details of a 'Named Contact' they can talk to if they have any concerns about their induction year. In these circumstances, please contact **Anne Lloyd** or **Helen Owen** on telephone number **01452 427228**, who will be able to guide NQTs as to who to talk to next.
- You can contact your professional association, who will be able to give you advice.

10. ABSENCES RELATED TO CORONAVIRUS

The vast majority of NQTs will continue to complete their induction as usual. However, at St Joseph's we recognise the current coronavirus (COVID-19) outbreak may have an impact on the number of absences NQTs take throughout the year.

In line with the most recent [government guidance](#), if an NQT is absent for reasons related to the current coronavirus (COVID-19) outbreak, they will not have their induction period extended. Any absence related to the current coronavirus (COVID-19) outbreak, including school closures, sickness or self-isolation before 1 September 2021, totalling more than 30 days, will not extend the induction period.

Absences totalling 30 days or more that are not related to coronavirus (COVID-19) will continue to extend the induction period.

11. MONITORING ARRANGEMENTS

This policy will be reviewed annually by **Natalie Jones, Key Stage 1 Lead and Induction Tutor**. At every review, it will be approved by the full governing board.