WATER ORTON PRIMARY SCHOOL

NQT INDUCTION POLICY

Water Orton Primary School recognises that NQTs represent an opportunity to bring new ideas and a fresh outlook to our school. We believe that they require a careful induction programme. All staff in school have a role to play in supporting NQTs. Subject Leaders, Team Leaders and the Senior Leadership Team will ensure that expertise and advice are always available.

Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance Induction for Newly Qualified Teachers (England) and The Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

The 'relevant standards' referred to below are the Teachers' Standards.

Before commencing their role:

All NQTs will be invited to spend a number of sessions in our school during the summer term before they commence their teaching with us in September. They will have the opportunity to meet the Headteacher and Deputy Headteacher to discuss school procedures, staff handbook, school dates and routines. The Headteacher or Deputy Headteacher will outline their Induction Year and they will meet their Induction Tutor. The Induction Tutor will discuss their professional development and highlight relevant courses for their Induction Year. They will also meet their Team Leader who will show them around the school, including seeing their new classroom and meeting other teachers. They will also have the opportunity to meet their new class and receive information about the children from the previous teacher. They will also have the chance to find out about the curriculum that they will be teaching and receive necessary school policies e.g. Marking and Feedback, Teaching and Learning, Safeguarding etc. There will also be the opportunity to complete any additional paperwork relevant to employment and discuss their contract with the Headteacher. They will be told of the expectations to attend the school's annual training day on Health and Safety and Safeguarding in September.

The school uses the system NQT manager to record an NQTs progress and to feedback the local authority, who act as the Appropriate Body for NQT induction.

Prior to beginning their role, the NQT will be asked to provide information to enable the induction tutor to register the NQT on NQT manager. This registration is essential to allow for the NQT assessment process to begin.

The NQT's entitlement

In our school, each NQT will:

- receive support and guidance from an Induction Tutor and assessment and feedback from an Induction Coordinator
- be observed at least half termly with follow up discussions based on the relevant standards
- have a review with their Induction Tutor at the end of each half term, based on the relevant standards
- have a termly professional review of progress and assessment meeting with their Induction Tutor, based on the relevant standards
- be given the opportunity to observe experienced teachers
- have the opportunity for other professional activities
- be given 10% PPA time and 10% NQT time.

The Headteacher

At Water Orton Primary School, the Headteacher will appoint an Induction Coordinator to oversee the Induction process and complete the required formal assessments. The coordinator will ensure that the Induction programme is co-ordinated effectively. The Induction Coordinator will recommend to the LA through NQT Manager that the NQT has met the Teachers' Standards.

The induction coordinator will appoint an induction Tutor who will be an experienced member of staff. The role of the induction tutor is to support the NQT. They will not be involved in formal NQT assessment.

The Induction Tutor

The role of the Induction Coordinator is to:

- ensure a suitable programme is in place to monitor, support, guide and assess the NQT's progress
- co-ordinate observations of the NQT's teaching
- keep dated records are kept of the monitoring, support and assessments
- attend assessment meetings
- report back to the Headteacher about any concerns or problems
- take forward the action plan set out in the NQT's CEP, guiding the NQT to set objectives which take into account the needs and strengths identified in the profile, the Teachers' Standards and the specific context of the school
- observe the NQT's teaching, give feedback and report back to the Headteacher
- review with the NQT each half term the progress made against their objectives and the Teachers' Standards

The NQT

We expect each NQT to be committed to playing an active part in planning and reviewing their own individual induction programmes and participate fully in the planned development activities.

Observations

During the induction period, the NQT will be observed at least once every half term by the Induction Coordinator and/or the Headteacher, and by others as appropriate. The first observation will take place during the first four weeks. The observations will always be followed by feedback as soon as possible after the observation. Observations will focus on some or all of the teacher standards.

Formal Assessment

There will be a formal assessment meeting at the end of each term. These will be attended by the Induction Coordinator and the NQT. The NQT's progress will be discussed looking at evidence from:

- lesson observations
  - review meetings
  - progress of pupils
  - record of professional development

If it becomes clear the NQT is not making sufficient progress towards the teacher standards, additional monitoring and support measures will 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

The LA will then be informed if it seems an NQT will still have difficulty meeting the Teachers' Standards by the end of the year. The Governors will also be kept informed.

Assessment forms and the final assessment

After each termly assessment meeting a form will be completed to indicate whether or not the NQT is meeting the Teachers' Standards satisfactorily at the end of the assessment period. The Induction Tutor will compete the online assessment via 'NQT Manager'. This information will be assessed by the Local Authority, who are the NQT awarding body.

In the case of any concern about the Induction Process, the NQT should discuss the problem with the Induction Tutor and then the Headteacher. If this does not address the issue, then the NQT should contact the representative from of the Local Authority through the NQT manager system.

Review

The Headteacher, Induction Tutor and Governing Body will review this policy every annually in consultation with staff.

Written by: Emma Smith

Written – March 2021

Agreed by Governing Body: March 2021

Next Review – March 2022