

Induction Policy for Newly Qualified Teachers (NQTs)

Policy Approved: November 2019

Last Review: November 2019

Next Review: November 2021

Committee: Teaching & Learning

Principles

1. To ensure that all newly qualified staff appointed feel valued and welcomed.
2. To provide an induction programme for newly qualified staff which aims to build on what they have learnt during Initial Teacher Training and which acts as a bridge into teaching as a career.
3. To provide a personalised programme of support for newly qualified staff, appropriate for their individual needs.
4. To monitor the progress of all newly qualified staff against the teacher's standards to ensure that they complete their induction year successfully.

Management of NQTs

1. Appoint a Professional Co-ordinating Mentor (PCM) who is responsible for the induction process.
2. Register all NQTs with an appropriate awarding body, usually the London Borough of Barnet.
3. Provide all NQTs with a 90% timetable, containing a range of ages and abilities.
4. Provide NQTs with opportunities to become form tutors, or to be attached to a form.
5. Protect NQTs from cover, at least in their first term.
6. Appoint a subject mentor who will be responsible for the development of specialist subject knowledge and skills.
7. Establish a programme of regular lesson observations and feedback.
8. Notify the appropriate body of the NQTs' attendance record.
9. Ensure that the NQT is aware of how to raise concerns about the induction programme both within school and elsewhere.
10. At the end of the induction period, make a formal recommendation to the awarding body.
11. Retain records of NQTs.

After appointment and prior to taking up post

1. Implement an induction period of 2-3 weeks at the end of the summer term at JCoSS which allows NQTs to experience key aspects of school life practically.
2. Provide key paperwork and policies to familiarise the NQT with the school and its ethos.
3. Allow time for the NQTs to immerse themselves in their own faculties.

During the Induction Period

1. Fortnightly mentor meetings
2. Opportunities to observe experienced colleagues
3. Access to professional development both within school and externally where appropriate

Monitoring

To complete Induction successfully, NQTs must demonstrate that they meet the all the Teachers' Standards. The Subject Mentor will be responsible for gathering evidence to demonstrate progress towards meeting the Teachers' Standards.

1. Half termly lesson observations and feedback, quality assured by the PCM.
2. The Subject Mentor, in discussion with the PCM, will write termly reports against the Teacher Standards, signed by the NQT, PCM and Headteacher, which are submitted to the awarding body.
3. Regular targets will be set following lesson observations, mentor meetings and termly reports to ensure that the NQT meets all the Teaching Standards by the end of the induction year.
4. After successful completion of the induction year, the NQT will enter into the Appraisal cycle.

Unsatisfactory progress

1. in the event of the NQT not making satisfactory progress, early intervention will be taken to support the NQT to make necessary improvements.
2. The NQT will be made aware of the where they need to improve and opportunities provided to help them improve their performance.
3. The awarding body will be informed in order to access support for both the NQT and the school, for example putting in place a formal support plan or extending the induction period.