

The Federation Of Angel Road Schools



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**Policy for the Induction of
Newly Qualified Teachers
(NQTs)**

Date: March 2016

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Rationale.

The first twelve months of teaching are not only very demanding but also of considerable significance in the professional development of the new teacher. Our school's induction process ensures the appropriate guidance, support and training. This includes the development of skills, knowledge and expectations through a structured but flexible individual programme.

This programme will enable an NQT to form a secure foundation upon which a successful teaching career, fulfilling their professional duties, can be built.

Purposes.

Our school's induction process has been designed to make a significant contribution to both the professional and personal development of NQTs. The purposes of induction is to ensure a smooth transition from training to employment as a teacher, and they include:

1. to provide programmes appropriate to the individual needs of the NQT.
2. to provide appropriate counselling and support through the role of an identified mentor.
3. to provide NQTs with examples of good practice.
4. to help NQTs form good relationships with all members of the school community and stakeholders.
5. to help NQTs become aware of the school's role in the local community.
6. to encourage reflection on their own and observed practice.
7. to provide opportunities to recognise and celebrate good practice.
8. to provide opportunities to identify areas for development.
9. to help NQTs to develop an overview of teacher's roles and responsibilities.
10. to provide a foundation for longer-term professional development.
11. to help NQTs meet all the core standards,

The whole staff will be kept informed of the school induction policy and encouraged to participate, wherever possible, in its implementation and development.

This policy reflects a structured whole school approach to teacher induction and recognises that the quality and commitment of the people who supervise the induction is a crucial factor in its continued success.

Roles and Responsibilities

The Governing Body

Careful consideration is given, prior to any decision to appoint an NQT, whether the school currently has the capacity to fulfil all its obligations. The governing body will be kept aware and up to date about induction arrangements and the results of formal assessment meetings.

The Headteacher.

The head teacher at Angel Road Schools plays a significant and leading role in the process of inducting new colleagues to the profession. While responsibility for the implementation of our

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induction programme has been delegated to a senior member of staff, the head teacher will also observe each NQT at least once each term. The headteachers statutory responsibilities are;

- ensuring an appropriate induction programme is set up.
- recommending to the LEA whether an NQT has met the requirements for satisfactory completion of the induction period.

While the head may not delegate these responsibilities, many of the associated tasks will be carried out by a member of staff with responsibility for induction.

In addition to the statutory requirements the head teacher will

- observe and give written warnings to an NQT at risk of failing to meet the required standards.
- keep the governing body aware and up to date about induction arrangements and the results of formal assessment meetings.

Staff member with responsibility for induction

The principal requirement of this staff member is to be responsible for the overall management of initiating NQTs into the teaching profession and into Angel Road School's systems and structures. It entails not only a coordination role but also keeping records of activities and monitoring the quality assurance of provision. It embraces various tasks, such as organising an induction programme, including the NCC Employee Induction Checklist. This person must also ensure that all NQTs are registered with the Local Authority and that all NQTs attend 'Welcome to Induction' days at the Professional Development centre in the Autumn term.

At the Infant School this is Lindsay Moody.

At the Junior School this is Alison Whalen.

Mentor

In addition to the staff member with responsibility for induction, there are NQT mentors who providing support and guidance on a daily basis. They will also carry out rigorous but fair formal assessment of NQT performance and will contribute to the judgements about the progress against the core standards.

The mentor will usually be the NQT's Year Group Leader.

Entitlement.

Our induction programme ensures that new teachers are provided with the support and monitoring to help them fulfil their professional duties and meet the requirements for satisfactory completion of induction. It builds on their knowledge, skills and achievements in relation to standards for the award for qualified teacher status (QTS)

The key aspects of the induction programme for NQTs at Angel Road Schools are as follows.

- Access to an induction programme that will commence upon appointment.

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- Structured visits to the school prior to taking up appointment with time to discuss the Career Entry and Development Profile.
- Help and guidance from Senior manager who is adequately prepared for the role and will coordinate the induction programme.
- Regular meetings with mentor, subject coordinators and other key staff where appropriate.
- Time and regular opportunities to meet with other NQTs and teachers who have recently completed their induction programme.
- Observe experienced colleagues teaching.
- A reduction of 10% of the average teacher's workload. This time is used for participating in the schools induction programme. (In addition to PPA time)
- Have teaching observed by experienced colleagues.
- To receive prompt written as well as oral feedback on the teaching observed and to receive advice as necessary.
- Opportunities for further professional development based on agreed targets.

Lesson observation, reviewing and target setting.

These will be followed and completed in accordance with the NCC NQT Induction Arrangements which can be found on the Norfolk NQT Manager website.

Assessment & Quality Assurance.

The assessment of NQTs will be rigorous but also objective.

- The criteria used for formal assessments will be shared and agreed in advance.
- Both formative assessment (e.g. lesson observation and target setting) and summative assessment (termly induction reports) will be used.
- Responsibility for assessment will involve all teachers who have a part in the NQT's development in order to gain a reliable overall view.
- The staff member with responsibility for induction will ensure that assessment procedures are consistently applied.
- Termly reports will give an assessment of the NQTs progress against the Teachers Standards 2012. These reports are sent to the Local Authority.

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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.
- Recorded diagnosis of 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 outlined 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 LEA 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 Head/LEA adviser will support the staff member with responsibility for induction, the NQT mentor and NQT in observations and planning an appropriate programme to ensure satisfactory completion of the NQT year and that all steps have been taken to improve the situation.

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. Where the school does not resolve them the NQT should raise concerns with the named LEA contact.

The named LEA contact is Denise Beckett Adviser, NQT Induction denise.beckett@norfolk.gov.uk
01603 638003

Details of statutory induction for NQTs in England can be found on the [DfE Website](https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts)
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