

Lady Margaret Primary School



Where children come FIRST

Induction of Newly Qualified Teachers Policy 2021-2022

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Contents

Rationale

Aims

The Induction Period

Roles and Responsibilities

- The NQT
- The Headteacher
- The NQT Induction Co-ordinator
- The Governing Body

Review of the Policy

Rationale

The first twelve months of teaching are not only very demanding but also of considerable significance in the professional development of a new teacher. The Lady Margaret Primary school induction process ensures the appropriate guidance, support and training for newly qualified teachers, involving the development of knowledge and skills through the sharing of clear expectations and a robust, yet flexible programme of support, which are adapted to the needs of the individual. This programme will enable an NQT to form a secure foundation upon which a successful teaching career, fulfilling their professional duties, can be built.

Aims

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 include:

- Ensuring that the NQTs feel welcomed and valued
- Supporting NQTs so that they are able to settle into the school quickly and are able to teach effectively
- Providing a bespoke support programme that is appropriate to the individual needs of the NQT
- Providing NQTs with good models of professional practice, teaching and learning
- Supporting NQTs in forging appropriate professional relationships with all members of the school community and stakeholders
- Increasing an NQT's awareness of the school's role in the local community
- Encouraging NQTs to reflect on their own and observed practice
- Providing opportunities to recognise and celebrate good practice
- Providing opportunities to identify areas for development

- Making clear the roles and responsibilities of teaching staff
- Providing an appropriate level of guidance and support to ensure that NQTs meet the Teachers' Standards for induction
- Providing a foundation for longer-term professional development
- Providing regular time for feedback and review meetings with the NQT induction co-ordinator

The whole staff will be kept informed of the school's 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.

The Induction Period

NQTs complete an induction period of three terms, beginning when they first take up a post that lasts for a term or more. It is the school's responsibility to provide an appropriate induction programme in line with national arrangements. The school makes recommendations to the local authority (Ealing), which acts as the 'Appropriate Body', based on rigorous and fair assessment procedures as to whether the NQT has met the induction standards.

In order to meet these responsibilities the school will:

- provide each NQT with an NQT mentor who is there to support the NQT on a weekly basis
- designate a professional NQT induction coordinator for the NQTs provide professional training, which includes a bespoke personalised programme of training and support for each NQT
- ensure that any duties assigned to the NQT are reasonable
- ensure that the NQT is provided with a timetable representing no more than 90% of the average contact normally allocated to more experienced teachers in the school
- provide the NQT with the means of raising concerns about the induction programme and their resolution
- inform the appropriate body about any NQT who may be at risk of failing to meet the induction standards
- and arrange for an appropriate action plan to be put into place to provide extra support for the NQT as soon as possible
- keep the Governing Body informed about arrangements for NQTs in the school and the results of formal assessment meetings

Roles and Responsibilities

It is the responsibility of the NQT to:

- provide evidence that they have QTS and are eligible to start induction
- meet with their induction co-ordinator to discuss and agree priorities for their induction programme and keep these under review
- agree with their induction co-ordinator how best to use their reduced timetable allowance

- provide evidence of their progress against the relevant standards
- participate fully in the agreed monitoring and development programme
- raise any concerns with their induction co-ordinator as soon as practicable
- consult their appropriate body (Wandle Teaching School) named contact (Lisa Mathias) at an early stage if there are or may be difficulties in resolving issues with their induction co-ordinator within the school
- keep track of and participate effectively in scheduled classroom observations, progress reviews and formal assessment meetings
- agree with their induction coordinator the start and end dates of the induction period/part periods and the dates of any absences from work during any period/part period
- retain copies of all assessment forms

The Headteacher is, along with the appropriate body, jointly responsible for the monitoring, support and assessment of the NQT during induction, and should:

- check that the NQT has been awarded QTS
- clarify whether the teacher needs to serve an induction period or is exempt
- notify the appropriate body (Wandle Teaching School) when an NQT is taking up a post in which they will be undertaking induction
- meet the requirements of a suitable post for induction
- ensure the induction coordinator is appropriately trained and has sufficient time to carry out their role effectively
- ensure an appropriate and personalised induction programme is in place
- ensure the NQT's progress is reviewed regularly, including through observations and feedback of their teaching
- ensure that termly assessments are carried out and reports completed and sent to the appropriate body (Wandle Teaching School)
- maintain and retain accurate records of employment that will count towards the induction period
- make a recommendation to the appropriate body (Wandle Teaching School) on whether the NQT's performance against the relevant standards is satisfactory or requires an extension
- participate appropriately in the appropriate body's (Wandle Teaching School) quality assurance procedures
- retain all relevant documentation/evidence/forms on file for six years.
- while the Headteacher may not delegate these responsibilities, many of the associated tasks will be carried out by the NQT induction coordinator.

There may also be circumstances where the Headteacher should:

- obtain interim assessments from the NQT's previous post (where applicable)
- act early, alerting the appropriate body (Wandle Teaching School) when necessary, in cases where an NQT may be at risk of not completing induction satisfactorily
- ensure third-party observation of an NQT who may be at risk of not performing satisfactorily against the relevant standards
- notify the appropriate body (Wandle Teaching School) as soon as absences total 30 days or more

- advise and agree with the appropriate body (Wandle Teaching School) in exceptional cases where it may be appropriate to reduce the length of the induction period or deem that it has been satisfactorily completed
- provide interim assessment reports for staff moving in between formal assessment periods
- notify the appropriate body (Wandle Teaching School) when an NQT serving induction leaves the school.
- The Headteacher must also ensure that the NQT's post and responsibilities comply with the specific requirements for statutory induction.

The induction co-ordinator should:

- provide, or coordinate, guidance and effective support including training, coaching and mentoring for the NQTs
- professional development (with the appropriate body – Wandle Teaching School - where necessary)
- carry out regular progress reviews throughout the induction period
- undertake three formal assessment meetings during the total induction period, co-ordinating input from other colleagues as appropriate (normally one per term, or pro rata for part-time staff)
- inform the NQT during the assessment meeting of the judgements on the agreed template
- record and invite the NQT to add their comments
- ensure that the NQT's teaching is observed and feedback provided
- ensure NQTs are aware of how, both within and outside the school, they can raise any concerns about:
 - their induction programme or their personal progress
 - take prompt, appropriate action if an NQT appears to be having difficulties.

The governing body:

- should ensure compliance with this guidance
- should be satisfied that the school has the capacity to support the NQT
- should ensure that the Headteacher is fulfilling his/her responsibility to meet the requirements of a suitable post for induction
- must investigate concerns raised by an individual NQT as part of the school's agreed grievance procedures
- can seek guidance from the appropriate body (Wandle Teaching School) on the quality of the school's induction arrangements and the roles and responsibilities of staff involved in the process
- can request general reports on the progress of an NQT.

The Appropriate Body:

- quality assure that the schools and governing body are capable of meeting their responsibilities for monitoring, support and assessment of newly qualified teachers;

- ensure that the monitoring, support and guidance procedures in place, are fair and appropriate;
- ensure that the records and assessment reports are maintained;
- identify a named contact on induction matters, with whom issues about provision may be raised where they cannot satisfactorily be resolved within the school;
- decide in the light of head teacher's recommendations whether NQTs have satisfactorily completed the induction period and inform all concerned of the decision;
- at the request of the schools, provide guidance support and assistance on matters related to induction.

Recently qualified teachers

Recently qualified teachers will continue to be supported within the school, the induction coordinator/assistant head teacher will check in with these teachers on a regular basis (half-termly) and bespoke training will be put in place wherever it is deemed necessary.

Review of the Policy

The Policy for the induction of NQTs is regularly reviewed and updated where necessary, taking account of any relevant feedback from NQTs.