

Hadrian Learning Trust

Policy for the Induction of Newly Qualified Teachers (NQTs)

Rationale

The first twelve months* of teaching are not only demanding but also of considerable significance in the professional development of the new teacher. The Trust's induction process ensures that the appropriate guidance, support and training are provided through a structured but flexible individual 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.

Principles

The Trust will:

- Support the NQT towards meeting the Teachers' Standards.
- Support the NQT to develop an overview of a teacher's roles and responsibilities.
- Provide a programme of development appropriate to the individual needs of the NQT
- Provide appropriate support through the role of an identified induction tutor and subject mentor.
- Provide the NQT with examples of good practice.
- Encourage the NQT to form good relationships with all members of the school community and stakeholders.
- Help the NQT to become aware of the school's role in the local community.
- Encourage the NQT to reflect upon their own practice and that of other, more experienced teachers through observation.
- Provide a foundation for longer-term professional development.

Roles and Responsibilities

The Trust Board has responsibility for:

- Ensuring that the school complies with statutory guidance.
- Ensuring that the headteacher is fulfilling their responsibility to meet the requirements of a suitable induction post.

The Executive Headteacher has statutory responsibility for:

- The appointment of an Appropriate Body.
- The appointment of an induction tutor.
- Ensuring that an appropriate induction programme is set up; (this should include ensuring that termly assessments are carried out and reports are completed and sent to the appropriate body).
- Recommending to the Appropriate Body whether or not an NQT has performed satisfactorily against the Teachers' Standards for the completion of induction.
- Ensuring that the NQT has a timetable reduction of 10% in comparison to a mainscale teacher, in addition to the non-contact time already allocated to teachers.

In addition to the statutory requirements, the executive headteacher will ensure that:

- The NQT and the Appropriate Body are informed immediately if the NQT displays cause for concern.
- Accurate records of employment that will count towards the induction period are maintained and retained.

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The Induction Tutor has responsibility for:

- The overall management of initiating the NQT into the teaching profession and the Trust's systems and structures.
- Quality assuring the provision of support and assessment of the NQT.
- Organising a central induction programme.
- Providing support and guidance to the NQT.
- Ensuring a rigorous and fair assessment of an NQT's performance alongside departmental staff.
- Ensuring that the NQT is aware of how to raise any concerns regarding their progress
- Taking prompt action if the NQT appears to be having difficulties
- Ensuring that appropriate records are maintained to track the progress and development of the NQT.

The Subject Mentor has responsibility for:

- Supporting and guiding the NQT on a regular, day-to-day basis.
- Meeting regularly with the NQT.
- Contributing to the judgements made about the NQT's performance against the Teachers' Standards.
- Taking prompt action if the NQT appears to be having difficulties.
- Maintaining appropriate records such as lesson observation and meeting notes, to track the progress and development of the NQT.

The NQT is expected to be a fully active participant in the induction process. They should:

- Gather and record evidence of their progress towards the Teachers' Standards.
- Keep hard copies of lesson observations, lesson evaluation forms and assessment forms.
- Participate in scheduled classroom observations, progress reviews and formal assessment meetings.
- Plan and set appropriate targets.
- Participate fully in development activities over the course of the induction period.

At risk procedures

If any NQT encounters difficulties in their performance against the Teachers' Standards, the following procedures will be put into place.

- Early warning of the risk of failure will be given and the school's concerns communicated to the Appropriate Body without delay.
- Areas in which improvement is needed will be identified.
- Appropriate objectives will be set to guide the NQT towards satisfactory performance.
- A support programme will be put in place to help the NQT to improve their performance.
- Where necessary, the Appropriate Body will support the induction tutor and NQT in observations and planning an appropriate programme to ensure the satisfactory completion of the NQT year and that all steps have been taken to improve the situation.

This policy is based on and follows the guidance and statutory requirements set out in

<https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts> - 'Statutory guidance on induction for newly qualified teachers (England)'.