



Induction of Newly Qualified Teachers Policy

The process of Induction for NQTs is in addition to the Induction Programme for all staff.

The NQT Induction process at Kirkstone House School 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 adapted to the needs of the individual. The programme will enable an NQT to form a secure foundation upon which to build a successful teaching career can be built.

The purposes of induction include:

- providing programmes appropriate to the individual needs of the NQT.
- providing programmes appropriate to the individual needs of the NQT.
- providing appropriate support through the role of an identified mentor.
- providing NQTs with examples of good practice.
- helping NQTs form good relationships with all members of the school community and parents
- helping NQTs become aware of the school's role in the local community.
- encouraging reflection on their own and observed practice.
- providing opportunities to recognise and celebrate good practice.
- providing opportunities to identify areas for development.
- helping NQTs to develop an overview of teacher's roles and responsibilities.
- providing a foundation for longer-term professional development.
- providing an appropriate level of guidance and support to ensure that NQTs meet all the induction standards.

The Induction Period

NQTs complete an induction period of 3 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 Istip, which acts as the 'Appropriate Body', based on fair and rigorous procedures as to whether an NQT has met the induction standards.

In order to meet these responsibilities, the School will:

- designate a professional Induction Tutor for each NQT
- provide a personalised programme of training and support for each NQT
- ensure that 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 main teachers in school (this will be pro rata if the NQT is part time)
- provide the NQT with a 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 plan to be put in place to provide extra support for the NQT
- keep the proprietors of the School 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 Tutor to discuss and agree priorities for their induction programme and keep these under review
- agree that their Induction Tutor 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 Tutor as soon as practicable
- consult the appropriate body, if there are or may be difficulties in resolving issues with their Tutor/within School
- keep track of and participate effectively in scheduled classroom observations, progress reviews and formal assessment meetings
- agree with their Induction Tutor the start and end dates of the induction period
- retain copies of all assessment forms

It is the responsibility of the Induction Tutor to:

- provide or co-ordinate, guidance, and effective support including training, coaching and mentoring for the NQT
- discuss and recommend as appropriate opportunities for professional development
- carry out regular progress reviews throughout the induction period
- undertake 3 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 to be recorded in the formal assessment
- record and invite the NQT to add their comments
- ensure that the NQT's teaching is observed and that feedback is provided
- ensure that the NQT reflects on observations made of his/her lesson and is engaged in a process of self evaluation
- ensure that the NQT is aware of how both within and outside school, he/she can raise concerns about their induction programme or their personal progress (This will be via the Headmistress)
- take prompt, appropriate action if an NQT appears to be having difficulties.



The Headmistress, is together 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 NQT needs to complete an induction period or is exempt
- notify the appropriate body when an NQT is taking up a post in which they will be undertaking induction
- ensure that a declaration of previous induction has been made
- meet the requirements of a suitable post for induction
- ensure that the induction tutor is appropriately trained and has sufficient time to carry out their role effectively
- monitor the work of the Induction Tutor including scrutinising evidence which inform formal assessments
- ensure that an appropriate and personalised induction programme is in place
- ensure that 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
- maintain and retain accurate records of employment that will count towards the induction period
- make a recommendation to the appropriate body on whether the NQT's performance against the relevant standards is satisfactory or requires extension
- participate appropriately in the appropriate body's quality assurance procedures
- retain all relevant documentation/evidence/forms on file for 6 years.
- Inform the Proprietors of the progress of NQTs and the efficacy of the Induction process
- While the Headmistress may not delegate these responsibilities, many of the associated tasks will be carried out by the Induction Tutor.

There may also be circumstances where the Headmistress should:

- obtain interim assessments from the NQT's previous post (where applicable)
- act early, alerting the appropriate body when necessary in cases where an NQT may be at risk of not completing induction satisfactorily
- ensure that a third party observation of an NQT who may be at risk of not performing satisfactorily against the relevant standards
- notify the appropriate body as soon as absences total 30 days or more
- advise and agree with the appropriate body in exceptional cases where it may be appropriate to reduce the length of the induction period or deem that it has satisfactorily been completed
- provide interim assessment reports for staff moving in between formal assessment periods
- notify the appropriate body when an NQT serving induction leaves the school



The Proprietors should:

- be satisfied that the school has the capacity to support the NQT
- liaise with the Headmistress to ensure compliance with this guidance
- support any investigation into concerns raised by an NQT about their induction process
- ensure that all staff have time to commit to providing an appropriate induction process through allowing time on timetables to be protected.

Authorised by

Mrs Corinne Jones
Headmistress
On behalf of the Proprietors

Dated

1st October 2017

Date of next review

1st October 2018