



HALL GREEN SCHOOL

INDUCTION OF NEWLY QUALIFIED TEACHERS POLICY September 2015

Adopted:	1 September 2015
Next Review:	1 September 2016
Governing Committee:	Headteacher/NQT Co-ordinator
Responsibility:	Mr D Adams - Headteacher Mrs S Paxton-Gault - NQT Co-ordinator

Introduction

The school follows statutory guidelines for the induction of all Newly Qualified Teachers (NQTs).

The school's objective is to provide appropriate training to new teachers and ensure that the training programme they follow will allow them to meet the standards required to gain Qualified Teacher Status (QTS) and provide a firm foundation for their future continuing professional development.

It is our intention to provide the necessary support and guidance to NQTs in order to continue to build upon their teaching skills and to become fully integrated, productive and effective teachers within our school setting.

Aims

- To help NQTs to develop a high level of competence in teaching and assessing their own subjects, according to the national curriculum and/or any other curricula that become apparent.
- To prepare the NQT to implement National, Local Authority and School initiatives.
- To support NQTs in developing a repertoire of teaching and learning styles and approaches.
- To maintain or improve standards in school.
- To ensure that NQTs are fully integrated into the school as a whole and work effectively as part of a departmental team.
- To develop teachers for the future who would prosper in any school and help to raise standards of education.

Required Outcomes

- Successful completion of the induction year.
- All statutory requirements are met.
- The trainees have been given all possible opportunities to meet the standards for the award of QTS during the induction year.
- The NQT induction programme supports and develops the NQTs and they have a positive experience that takes them through achieving the teacher standards.

Roles and responsibilities

The key personnel involved in the NQT programme in school are: The Headteacher, the Senior Mentor (NQT Induction Tutor), Heads of Department (or subject mentors) and the NQT. Their specific roles and responsibilities are outlined below:

Headteacher

- To select and recruit NQTs.
- To ensure that NQTs in school are provided with an appropriate training/support programme in line with national arrangements.
- To ensure that the senior mentor and subject tutors have adequate delegated time to fulfil their roles.
- To regularly liaise with the senior mentor to check NQT assessment forms and discuss progress and strategies for development.

- To monitor and evaluate the quality of the programme via termly meetings with the Senior Mentor.
- If an NQT is falling short of expectations, to ensure support and guidance are put in place appropriately.
- To make the final decision upon the future of an NQT who is consistently falling short of the required standard.

Senior Mentor

- To provide NQTs with the necessary documentation about school organisation and routine. (This is to include making NQTs aware of key members of staff with regard to child protection issues)
- To organise and coordinate the programme of training for NQTs in the school, linking with the TSA and beyond where appropriate.
- To inform HODs/subject mentors of their responsibilities and provide guidance and support for them throughout the process.
- To meet the NQTs on a half termly basis to discuss individual training needs and to review progress.
- To register all NQTS with the TSA.
- To complete and send off all NQT reports.
- To coordinate and implement good practice where appropriate and ensure consistency in training provision.
- To analyse in consultation with the NQT and HODS/subject mentors the training needs of each trainee.
- To monitor the progress of NQTs through providing oral and written feedback from lesson observations, providing regular opportunities for meetings and through report writing where appropriate. This should always be done in collaboration with subject mentors.
- To intervene with extra support/training should an NQT be falling short of expectations or be deemed to be 'at risk'.
- To report on matters of concern regarding progress to the Headteacher.

Subject Trainer/Mentor

- To arrange the programme of observation and training activities of NQTs during their time in the school.
- To provide the NQT with all relevant paperwork (Class lists, Schemes of Work, Departmental Policies and Procedures).
- To provide regular oral and written feedback on observed lessons and on lesson preparation material (there should be at least 1 lesson observation per half term).
- To provide regular opportunities to discuss progress.
- To liaise with the Senior Mentor regarding the NQT's progress on a regular basis.
- To report any issues regarding unsatisfactory progress to the Senior Mentor at the earliest opportunity.
- To complete progress reports when required, making clear reference to QTS standards.

NQT

- To fully engage with the training opportunities/CPD offered.
- To seek out and act upon professional advice and feedback.

- To evaluate their own practice and identify potential areas for improvement.
- To gather evidence of their progress towards the teacher standards.
- To meet regularly with the subject and senior mentor and record the minutes. This will form an evidence trail for the reflection of the NQT and copies should be passed on to mentor/senior mentor.

The Whole Staff Body

To welcome NQTs and support them in any way they reasonably can.