

NQT INDUCTION POLICY **(Senior and Junior Schools)**

(This document is available on the school website or on request)

Reviewed April 2018

Aim

The aim of this policy is to ensure that all newly-qualified teachers (NQTs) complete the required period of induction in line with the arrangements stipulated by the Independent Schools' Teachers' Induction Panel (IStip) and the current statutory guidance from the Teaching Regulation Agency (Revised April 2018) .

Objectives

1. To provide high-quality support to NQTs enabling them to develop their potential in all aspects of their practice as fully as possible in this year.
2. To put in place well-trained, experienced and able colleagues who will ensure the procedures are as beneficial as possible to the development of the NQT and ensure that the induction process is carried out rigorously and fairly.
3. To submit the required reports to IStip and at the end of the induction period to make recommendations based on rigorous and fair assessment as to whether or not the NQT has met the induction standards.

Responsibilities

1. Ensure that the school's NQT induction procedures are in line with the current statutory guidance from the TRA (Revised April 2018).
2. Inspect PGCE qualifications in full before the NQT starts work.
3. Register the NQT with IStip before the start of the first term in which the NQT is employed by the school.
4. Appoint a fully-trained Induction Tutor (the Headmaster in the case of the Junior School), who will co-ordinate the induction process, ensure that the IStip procedures are followed and ensure that each NQT receives adequate support with which to meet the induction standards by the end of the induction period.
5. Appoint for each NQT a subject mentor, usually an experienced and able member of the NQT's department (Senior School only).
6. Appoint for each NQT a general mentor, usually an experienced and able member of the Junior School staff. The NQT may also be offered a specific subject tutor, where appropriate, who reports back to the NQT's general Tutor (Junior School only).
7. Provide the NQT with a 10% reduced timetable in which induction activities may take place.
8. Ensure that the NQT teaches the same classes regularly, that these classes are within the age range and subject range for which the NQT is qualified and provide a varied teaching experience within these ranges.

9. Inform IStip and the NQT, in the assessment meetings and at the end of any term if any NQT is at risk of failing to meet the induction standards by the end of the induction period. The Headmaster will observe his or her teaching and will inform him/her clearly in writing of the consequences of failing to make the necessary improvements. A copy will be attached to the termly report and sent to IStip.

The Induction Tutor will:

1. Ensure that appropriate support, monitoring and assessment takes place at the required times during the induction period. Weekly meetings will be minuted and targets set.
2. Ensure the NQT is aware of expected roles and knows the HMC contact on the IStip board in case of complaint.
3. Negotiate and arrange an individual programme of professional development, with clear objectives, based on the NQT's Career Entry Development Profile (CEDP). This will include observation of other colleagues in lessons and extra-curricular activities.
4. Observe the NQT regularly and provide prompt, fair, constructive and well-founded feedback on standards being achieved.
5. Conduct and minute half-term review meetings with the NQT, end-of-term assessment and review meetings and will write reports as required by IStip.
6. Ensure all paperwork is completed, agreed, signed and sent by the required dates.

The NQT will:

1. Engage fully with the Induction process, providing the necessary documentation including CEDP and proof of having passed the requisite tests in numeracy, literacy and ICT.
2. Negotiate with the induction tutor a programme of development based on procedures in the school and on the CEDP, thereby becoming a competent teacher and a constructive and active member of his or her department/of the Junior School.
3. Become familiar with the required standards and attempt to ensure his or her teaching reaches these standards.
4. Keep records of professional development, monitoring and assessment.
5. Express any concerns about his/her induction process firstly to the induction tutor. If a satisfactory response is not obtained the concern should be expressed to the Headmaster and in the event that a satisfactory response is still not obtained, to the contact on the IStip board.

QEH Governors will note the written report on completion of the induction period and ensure that the school is fulfilling its commitments in supporting, monitoring and assessing NQTs.