

# **NEWLY QUALIFIED TEACHERS**

## **WHY DO WE HAVE THIS POLICY?**

The Newly Qualified Teacher (NQT) is entitled to an Induction Programme and long term professional development which will provide a bridge from Initial Teacher Education (ITE) to effective professional practice in their teaching career. In addition the NQT will receive help, advice and guidance to meet the specific requirements of Catholic Education.

## **WE HAVE THIS POLICY TO:**

- ❖ Provide a personalised programme of development, support and professional dialogue with monitoring and an assessment of performance against the relevant standards to enable them to become an effective and successful teacher;
- ❖ to meet the statutory provisions of the Education Act 2002, and the Education (Induction Arrangements for School Teachers) (England) Regulations 2012;
- ❖ take appropriate action where the NQT is in danger of not meeting the above standards;
- ❖ to give an additional personalised programme of guidance, help and training to enable a NQT to develop professionally so that he/she is able to contribute to the life of the school and the achievement of the School Vision;
- ❖ to enable the NQTs' transition into the teaching profession to run smoothly.

## **HOW DOES THE SCHOOL RESPOND?**

- ❖ NQTs will have a timetable of no more than 90% of the timetable of the school's existing teachers on the main pay range to enable them to undertake activities in their induction programme. This reduced teaching load is not to be regarded as non-contact time;
- ❖ the NQT will be provided with the necessary employment tasks, experience and support to enable them to meet the relevant standards by the end of the induction process;
- ❖ The School Induction Tutor will provide a programme of induction activities which are appropriate and meet the personalised needs of the NQT;
- ❖ appropriate, monitoring, support and assessment is made available by the School Induction Tutor working closely with the subject mentor, other colleagues and a designated member of the Leadership Team;
- ❖ The School Induction Tutor, Curriculum Leader or Subject Mentor will observe the NQT teaching according to the Statutory Guidance (Revised September 2015) provided by the Department for Education;

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- ❖ an NQT's teaching will be observed at regular intervals throughout their induction period to facilitate a fair and effective assessment of the NQTs teaching practice, conduct and efficiency against the relevant standards. At this school the NQT will be observed teaching at least twice in the Autumn Term, twice in the Spring Term and at least once in the Summer Term;
- ❖ The School Induction Tutor will provide day-to-day monitoring and support, will coordinate assessment and will have half termly review meetings with the NQT to ensure that the programme is meeting their personalised needs. Reviews shall be informed by evidence of the NQT's teaching. Objectives will be reviewed and revised in relation to the relevant standards and the needs and strengths of the individual NQT. The NQT will be responsible for recording evidence of progress against objectives and agreed steps to support them in meeting objectives;
- ❖ NQTs will have three formal assessments carried out by the Induction Tutor on a termly basis. Formal assessment meetings will be informed by evidence gathered during the preceding assessment period and drawn from the NQT's work as a teacher. Judgements made during this period will relate directly to the relevant standards and NQTs will be kept informed of their progress;
- ❖ all necessary steps and documentation are the responsibility of the NQT Co-ordinator working closely with a member of the Leadership Team;
- ❖ a senior member of the Leadership Team is assigned responsibility to monitor the entire process;
- ❖ the school will ensure that the NQT has been awarded Qualified Teacher Status (QTS) standards before undertaking their statutory induction;
- ❖ the length of induction is the full time equivalent of one year (usually three school terms). The NQT co-ordinator will communicate with the appropriate body regarding any equivalence to the year where the NQT serves induction in more than one setting;
- ❖ when an NQT leaves their post after completing more than one term, the Headteacher will complete an Interim Assessment to ensure Induction can be continued effectively in any subsequent post.

## LESSON OBSERVATIONS

Following a lesson observation the NQT and observer should have a prompt feedback meeting (within 5 working days). Oral feedback can be given within 48 hours of the lesson prior to the review meeting.

Arrangements for review meetings should be made in advance with a brief written record made on each occasion. The record should indicate where any development needs have been identified.

## RAISING CONCERNS

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An NQT should normally raise any concerns about their induction programme with their induction tutor. If the matter is not resolved, the NQT may notify the named contact at the appropriate body who should, as soon as possible, investigate the issues raised.

## **RECORD KEEPING**

Where an NQT has already completed part of their induction at another institution, the head teacher will contact the NQT's previous appropriate body to obtain copies of any assessment forms (including any interim assessments).

Assessment records will be retained by the school for a minimum of six years. NQTs are advised to keep the original copies of their own assessment reports.

## **MONITORING AND EVALUATION**

Newly Qualified Teachers are entitled to a quality induction which will enable them to achieve the standards required to take up full professional duties. In addition the school has an expectation of teachers to support the Vision Statement and the distinctive ethos of our Catholic School.

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