



NQT Policy

Last Reviewed	November 2020
Next Review Date	November 2021
Ratified by the Trustee Board	November 2020

NQT Policy

1 Aim and Purpose

School's induction process has been designed to make a significant contribution to both the professional and personal development of NQTs.

- To provide programmes appropriate to the individual needs of the NQT through the frequent review of performance against the Core Standards;
- To provide guidance and support to enable NQTs to meet the Core Standards by the end of their induction year;
- To provide appropriate action planning, reviewing, monitoring and support through the role of an identified induction tutor;
- To provide NQTs with examples of good practice both within school and at other schools;
- To help NQTs form good relationships with all members of the school community and stakeholders;
- To help NQTs become aware of the school's role in the local community;
- To ensure reflection on their own and observed practice;
- To provide opportunities to identify areas for development and to form action plans to meet identified targets.

This policy reflects a structured whole school approach to teacher induction and recognises that the quality and commitment of the people who supervise the induction is a crucial factor in its continued success.

2 Context

Horsforth School operates within guidance and procedures set out by the Department for Education (DfE).

3 Evaluation

This policy will be evaluated annually by the Trustee Board to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

4 Authors

This policy has been updated by CLW in November 2020.

5 Procedures

Procedures to support this policy are appended as follows:

Appendix 1: Roles and Responsibilities

Appendix 2: Entitlement and Continuing Professional Development

Appendix 3: Advice & Guidance for NQTs requiring additional support

Appendix I: Roles and Responsibilities

The Trustee Board

The Trustee Board will be fully aware of the contents of Guidance to the Law The Education (Induction Arrangements for School Teachers) (England) Regulations 2012 which sets out the school's responsibility to provide the necessary monitoring, support and assessment for NQTs. Careful consideration is given, prior to any decision to appoint an NQT, whether the school currently has the capacity to fulfil all its obligations. The Trustee Board will be kept aware and up to date of induction arrangements.

The Headteacher

The headteacher at Horsforth School plays a significant and leading role in the process of inducting new colleagues to the profession. While the implementation of the Induction Programme will be led by an induction coordinator, who oversees individual induction, the headteacher or a member of the Senior Leadership Team will also observe each NQT early in the academic year. Statutory responsibilities are to:

- Clarify whether the teacher needs to serve an induction period or is exempt;
- Notify the Appropriate Body when an NQT who is taking up a post in which they will be undertaking induction joins the school/college, before the appointment begins;
- Ensure the NQT's post is a suitable post in which to serve induction;
- Ensure that an appropriate induction programme is in place;
- Ensure the NQT has both a reduced timetable (10% NQT time) and PPA time as necessary, and
- Where relevant obtain documentation from the NQT's previous post including any interim assessment and details of absences, and take this into account in determining the length and nature of the NQT's induction programme and period;
- Appoint an induction tutor (who must hold QTS) and ensure that an appropriate cycle of observations, 6 progress reviews and 3 formal assessments is scheduled (ideally in advance) and takes place;
- Ensure the induction tutor is appropriately trained and has time to carry out their role;
- Act early, alerting the Appropriate Body when necessary, in cases where an NQT may be at risk of not completing induction satisfactorily;
- Ensure third party observation of an NQT, particularly if progress towards meeting the standards may be at risk;
- Maintain accurate records of periods of employment that will count towards the induction period and when NQTs leave the school part way through a period;
- Monitor absences and notify the Appropriate Body as soon as absences over the whole period total 30 days or more;

- Periodically inform the Trustee Board about the school's induction arrangements;
- Ensure termly assessment reports are completed (on pro-rated time scale for part-time staff) and sent to the Appropriate Body as required;
- Participate appropriately in the Appropriate Body's Quality Assurance procedures;
- Consult and agree with Appropriate Body the exceptional cases where it may be appropriate to shorten or extend the induction period;
- Within 10 days of the NQT completing the induction period, make a recommendation to the Appropriate Body on whether the NQT has met the core standards, using agreed forms;
- Provide interim assessment reports for staff moving in-between formal assessment periods and notify the Appropriate Body when an NQT serving induction leaves the school/college;
- Retain all relevant documentation/evidence on file for six years.

Many of the associated tasks will be carried out by an induction tutor or other suitably experienced colleague. In addition to the statutory requirements the headteacher will:

- Observe and give written warnings to an NQT at risk of failing to meet the required standards;
- Keep the Trustee Board aware and up to date about induction arrangements and where appropriate, the NQT's progress.

Induction Coordinator

The induction coordinator oversees the induction of NQTs when there is more than one NQT working in the school at one time. The induction coordinator is responsible for ensuring that induction tutors are fulfilling their roles and provided support and advice to induction tutors. The induction coordinator ensures that all evidence is adequately recorded and that the school has a consistent approach to induction.

Induction Tutor

The principal requirement for the NQT induction tutor is to be responsible for the overall management of initiating NQTs into the teaching profession and into the school's systems and structures. It entails not only a coordination role but also keeping records of activities and monitoring the quality assurance of provision. It embraces various tasks, such as organising a central induction programme, providing support and guidance and the rigorous but fair assessment of NQT performance.

The induction tutor (or the headteacher where he/she carries out this role) provides the NQT with day-to-day monitoring and support and must:

- Provide, or co-ordinate, guidance and effective support including coaching and mentoring for the NQT's professional development (with Appropriate Body where necessary);
- Carry out 6 reviews of progress during the induction period;
- Undertake 3 formal assessment meetings during the total induction period co-ordinating input from other colleagues as appropriate

- Ensure 6 observations of the NQT's teaching are undertaken and provide the NQT with copies of written feedback;
- Ensure NQTs are aware of how, both within and outside the institution, they can raise any concerns about their induction programme or their personal progress;
- Take prompt and appropriate action where an NQT appears to be experiencing difficulties;
- Ensure completed assessment reports/forms are sent to the Appropriate Body by the appropriate deadlines.

Newly Qualified Teacher

The NQT has a vital part to play in their own induction.

Before the period starts:

- Checking that they have passed any skills tests prior to starting the induction period
- Checking with the DfE Teaching Agency that they have been awarded QTS before starting an induction period;
- Providing evidence that they have QTS and are eligible to start induction.

Once the period has started:

- At the earliest opportunity following appointment meet with their induction tutor to discuss and agree priorities for their induction programme and development, and keep these under review;
- Agreeing with their tutor how best to use their NQT reduced timetable allowance;
- Recording evidence of their progress against the core standards;
- Participating fully in the agreed monitoring and development programme;
- Raising any concerns with their induction tutor as soon as practicable;
- Consulting their Appropriate Body named contact at an early stage where there are or may be difficulties in resolving issues with their tutor/within the institution;
- Keeping track of and participating effectively in the scheduled classroom observations, 6 progress reviews and 3 formal assessment meetings;
- Agreeing with their induction tutor the start and end dates of the induction period/part periods and the dates of any absences from work during any period/part period;
- Retaining copies of all assessment forms and other documentation. This, along with tracking start and end dates for the induction period is especially important in cases where the NQT has a break/change of employer during the induction period.

In addition to the above:

- Whilst not serving induction, NQTs should comply with the limits on supply teaching for those employed in a relevant school, seeking approval from the relevant Appropriate Body to extend the limits.

The Local Authority

The Local Authority, along with the Headteacher, is jointly responsible for the supervision and training (professional development) of the NQT during induction and has the main quality assurance role. The school works closely with the Local Authority to ensure that the statutory requirements are fully met.

The Appeal Body

The DfE Teaching Agency (TA) is the Appeal Body in England. If an NQT chooses to appeal against a decision that they have failed to satisfactorily complete induction or the imposition of an extension, the Appeal Body can:

- Allow the appeal;
- Dismiss the appeal;
- Extend the period for as long as the Appeal Body sees fit (which may mean substituting a different extension for one originally put in place by the Appropriate Body).

Appendix 2: Entitlement and Continuing Professional Development

Our induction programme ensures that new teachers are provided with the support and monitoring to help them fulfil their professional duties and meet the requirements of the Teachers' Standards for satisfactory completion of induction. It builds on their knowledge, skills and achievements in relation to standards for the award for qualified teacher status (QTS).

The key aspects of the induction programme for NQTs at Horsforth School are as follows. Further details of this and the school documentation which is shared with NQTs can be found in Appendix 1. A timetabled programme can be found in Appendix 2.

- Access to an induction programme that will commence upon appointment and be reviewed after one year in post;
- Structured visits to the school prior to taking up appointment;
- Help and guidance from an induction tutor who is adequately prepared for the role;
- Regular meetings with mentor, senior managers, subject coordinators and other key staff where appropriate;
- Time and regular opportunities to meet with other NQTs and teachers who have recently completed their induction programme;
- Observe experienced colleagues teaching;
- Experienced colleagues will model aspects of good practice so that the NQT can focus attention on particular areas of teaching through observation;
- Early warning of the risk of failure will be given and the school's concerns communicated to the LA without delay.

Where an NQT has continuing difficulties further support, advice and direction will be given. Areas of concern will be re-defined and clarified and the necessary improvements required clearly set out according to the LA's *Advice and Guidance for NQTs Who Require Additional Support*.

Where necessary, the Headteacher/NQT Co-ordinator will support the induction tutor and NQT in observations and planning an appropriate programme to ensure satisfactory completion of the NQT year and that all steps have been taken to help a failing NQT improve.

Addressing NQT Concerns

If an NQT has any concerns about the induction, mentoring and support programme, these should be raised within the school in the first instance. Where the school does not resolve them the NQT should raise concerns with the named LA contact.

Appendix 3: Advice & Guidance for NQTs requiring additional support

Unsatisfactory Progress

The vast majority of NQTs will complete the induction period satisfactorily. Nevertheless, there will be NQTs who, at some stage of their induction programme, may be judged to be making unsatisfactory progress or feel themselves that they are not progressing as they would like. If this occurs, early action must be taken in order to provide the NQT with the opportunity to make the necessary improvements to his or her performance.

All NQTs must be monitored in accordance with the statutory guidance -

<http://media.education.gov.uk/assets/files/pdf/induction%20statutory%20guidance%20april%202012.pdf>. This process should enable the headteacher to identify any difficulties experienced by the NQT in making progress towards the core standards at an early stage.

Putting in place additional monitoring and support

If it becomes apparent that an NQT is not making satisfactory progress, the headteacher must ensure that additional monitoring and support measures are put in place immediately. **Action to improve performance must not be delayed until a formal assessment meeting has taken place.** Additional action might include setting more specific or shorter-term objectives and closer monitoring and recording of progress. It is important that concerns are communicated quickly to all those with responsibilities in the induction process; including the NQT, induction tutor and the Appropriate Body. It is especially important that the NQT is made aware of the area(s) in which they need to improve their practice, and that he or she is given every opportunity to improve his or her performance and go on to meet the core standards. A sample support plan is provided at the end of this document.

Where there is concern about the NQT's progress, both the headteacher /principal and the Appropriate Body should be satisfied that:

- The assessment of the NQT is well founded and accurate;
- Areas in which improvement is needed have been correctly identified;
- Appropriate objectives have been set to guide the NQT towards meeting the teachers' standards;
- An effective support programme is in place to help the NQT improve and to address identified areas for development.

Arranging a professional review by a third party

In cases where the induction tutor is not the headteacher/principal, the headteacher/principal must observe the teaching of any NQT considered not to be making satisfactory progress, in addition to the observations which take place as a part of the induction process. The school should also use its own monitoring systems to identify NQT support needs. Where the induction tutor is the headteacher, they should ensure that a third party who holds QTS reviews the evidence and observes the NQT (for example an AST or other experienced teacher in the institution).

Action if performance is still unsatisfactory at the next assessment point

In many cases the additional monitoring and support measures mentioned above will have the desired effect and the NQT will go on to be formally assessed at the end of the period as having met the core standards.

However in some cases improvement will not be enough. Where there are still concerns about the NQT's progress at the next assessment point (and this is not the final assessment), the

headteacher/member of Leadership Team should explain to the NQT where the consequences of failure to complete the induction period satisfactorily and discuss fully with the NQT:

- the identified weaknesses;
- the agreed objectives previously set in relation to the requirements for the satisfactory completion of induction, updating these as necessary;
- details of additional monitoring and support put in place;
- the evidence used to inform the judgement;
- details of the improvement plan for the next assessment period.

Following the discussion the headteacher/member of Leadership Team must complete the relevant assessment form and send it to the Appropriate Body, indicating to the Appropriate Body that, at their current rate of progress, the NQT is at risk of not completing their induction satisfactorily. In addition to comments on progress, the completed assessment form should, in these circumstances, include brief details of the issues discussed.

The NQT should as normal sign the assessment form to confirm that he or she is aware of the contents of the form. The headteacher/ member of Leadership Team should then give the original copy of the completed form to the NQT, send a copy to the Appropriate Body and retain a copy.

Induction in more than one institution

The headteacher/ member of Leadership Team and Appropriate Body should act promptly in circumstances where an NQT experiencing difficulties has served part of their induction in another institution, and where at the time of the latest appointment there is only a short period of the induction period left to serve. It is also important in these circumstances that the headteacher/ member of Leadership Team has (as required, on appointment) contacted the previous Appropriate Body to obtain copies of earlier assessment reports, including any interim assessments and details of any absences. This will ensure any previously identified support needs are met as quickly as possible.

Where performance remains unsatisfactory at the point of the final assessment the headteacher/ member of Leadership Team should follow the guidance and take action as set out below.

Completing the third formal assessment form and making the recommendation

Following the third and final formal assessment meeting the relevant assessment form should be completed by the induction tutor and/or headteacher (as appropriate). This form must record the headteacher's final recommendation as to whether or not, upon completion of the induction period, the NQT has met the teachers' standards.

The headteacher, the induction tutor and the NQT must then sign the final assessment form and the NQT should be invited to add their comments before signing the form.

The headteacher should ensure a signed copy of the assessment form, containing the recommendation, is sent to the Appropriate Body **within ten working days from the date of completion of the induction period**. The headteacher should keep a copy, and give the original to the NQT. Copies of all assessments and supporting evidence should be retained for six years by the headteacher/principal and the Appropriate Body.

This document is based on the Statutory Guidance on Induction for Newly Qualified Teachers in England, Section 4 "Unsatisfactory Progress & Appeals" and section 2 "The Induction Process".