

Hormead CE (VA) First & Nursery School



NQT Policy

Herts for Learning Model Policy

Date of Issue: April 2020

The Professional Associations/Trade Unions have been consulted on this policy, and HfL recommends it for adoption.

Updated Policy: Autumn 2020

Approved by FGB:

Governors Committee: Resources

Lead Member of Staff: Headteacher

Status & Review Cycle: Annually

Next Review Date: Autumn 2021

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Purpose and scope

This policy sets out the school's commitment to supporting, monitoring and mentoring staff appointed as Newly Qualified Teachers (NQTs) with the aim of helping them fulfil their professional duties and meet the requirements for satisfactory completion of the statutory induction period.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

1. Roles and Responsibilities

1.1. Appropriate Body

The school will appoint an Appropriate Body (AB) to quality assure the induction process from commencement through to final assessment and certification from the Teaching Regulation Agency.

- This includes administrative services for registration, monitoring and assessments including returns to the Teaching Regulation Agency (TRA)
- an online system for headteachers, induction co-ordinators, tutors and NQTs
- an NQT induction handbook and toolkit for all NQTs and tutors detailing the most up to date guidance on the induction process
- telephone, email, and face-to-face advice, support and guidance for headteachers, induction coordinators, tutors and NQTs
- advice, support and guidance where NQTs experience difficulties and are assessed at C2/D grade (this includes any necessary monitoring, additional intervention and formal meetings with unions)
- quality assurance to ensure consistency across schools]

1.2. Headteacher/NQT Coordinator

The Headteacher and/or NQT Coordinator will oversee the NQT process in line with the statutory guidelines, ensuring the NQT is registered with the AB, the required training and support is in place, the appropriate assessments are completed and recommendations are made to the AB on whether the NQT has met the relevant Teachers' Standards.

1.3. Induction Tutor

The School will assign an Induction Tutor to act as a dedicated source of support and guidance throughout the induction process. The Induction Tutor will carry out regular progress reviews and conduct formal assessments, as well as act as a coach and mentor for the NQT's professional development.

1.4. NQT

The NQT will be expected to participate in all tasks associated with the induction process and to actively engage with any support, guidance, feedback and training provided.

2. Induction Process

The school will meet the requirements of the DfE Statutory guidance on NQT induction by providing the following:

- An Induction Tutor who holds QTS and has the necessary skills and knowledge to work successfully in this role.
- Appropriate work tasks, experience and support to enable the NQT to demonstrate satisfactory performance against the relevant Teachers' Standards by the end of the induction period.
- A reduction in timetable to enable them to undertake activities related to their induction (in line with paragraph 2.19 of the statutory guidance)
- A personalised programme of development, support and professional dialogue.
- Regular observations of the NQT's teaching including written and oral feedback
- Regular professional reviews of progress
- Opportunities to observe experienced practitioners
- Access to relevant training and development activities