



Langley Park Learning Trust

NQT Induction Policy

Staff at Langley Park Learning Trust

Owner (job role):	Director of HR
Approval Body	Trust Board
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1. Aims

1.1 The Trust aims to:

- Run a NQT induction programme that meets all the statutory requirements
- Provide NQTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers
- Ensure all staff understand their role in the induction programme

2. Legislation and statutory guidance

2.1 This policy is based on the Department for Education's statutory guidance Induction for Newly Qualified Teachers (England) and The Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

2.2 The 'relevant standards' referred to below are the Teachers' Standards.

2.3 This policy complies with our funding agreement and articles of association.

3. The induction programme

3.1 For a full-time NQT, the induction programme will typically last for a single academic year. Part-time NQTs will serve a full-time equivalent.

3.2 The programme is quality assured by the appropriate NQT body.

4. Posts for induction

4.1 Each NQT will:

- Be provided with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant standards throughout, and, by the end of the induction period
- Have an appointed induction mentor, who will have qualified teacher status (QTS)
- Have a reduced timetable to allow them to undertake activities in their induction programme, with no more than 90% of the timetable of our existing teachers on the main pay range
- Regularly teach the same class or classes
- Take part in similar planning, teaching and assessment processes to other teachers working in similar posts
- Not be given additional non-teaching responsibilities without appropriate preparation and support
- Not have unreasonable demands made upon them
- Not normally teach outside the age range and/or subjects they have been employed to teach
- Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis

5. Support for NQTs

5.1 We support NQTs with:

- Their designated induction mentor, who will provide day-to-day monitoring and support, and co-ordinate their assessments
- Observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback
- Access to whole-school CPD opportunities throughout the school year within each of our schools. A bespoke training package targeted at teachers in their first year
- Regular professional reviews of their progress, to take place at least half termly with their induction mentor at which we will review their objectives and revise them in relation to the relevant standards and their current needs and strengths
- Opportunities to observe experienced teachers, either within the school or at another school with effective practice

6. Assessments of NQT performance

- 6.1 Formal assessment meetings will take place three times in the year after the NQT assessment observations in November, March and June carried out the NQTs induction mentor after an observation by and in conjunction with the Senior Mentor
- 6.2 These meetings will be informed by clear and transparent evidence gathered during the preceding assessment period and drawn from the NQT's work as a teacher and from their induction programme. Copies of the evidence relied on will be provided to the NQT and the appropriate body.
- 6.3 After these meetings, formal assessment reports will be completed that clearly show how the NQT is performing against the relevant standards.
- 6.4 At the end of the programme, NQTs will take part in a final formal assessment meeting with the Headteacher. The outcomes of this meeting will be used by the Headteacher to decide whether the NQT's performance is satisfactory against the relevant standards. The decision will be written up in a final assessment form.
- 6.5 The NQT can add their own comments to this final form.
- 6.6 The form will then be sent to the appropriate body who will make the final decision on whether the NQT has passed their induction period.

7. At-risk procedures

- 7.1 If it becomes clear the NQT is not making sufficient progress, additional monitoring and support measures must be put in place immediately, meaning:
 - Areas in which improvement is needed are identified
 - Appropriate objectives are set to guide the NQT towards satisfactory performance
 - An effective support programme is put in place to help the NQT improve their performance
- 7.2 If there are still concerns about the NQT's progress at their next formal assessment, so long as it is not the final assessment, the Headteacher will discuss this with the NQT, updating objectives as necessary and giving details of the improvement plan for the next assessment period.

8. Roles and responsibilities

8.1 Role of the NQT

- 8.2 The NQT will:
 - Provide evidence that they have QTS and are eligible to start induction
 - Meet with their induction mentor at the start of the programme to discuss and agree priorities, and keep these under review
 - Agree with their induction mentor how best to use their reduced timetable allowance and PPA time
 - Provide evidence of their progress against the relevant standards
 - Participate fully in the monitoring and development programme
 - Participate in scheduled classroom observations, progress reviews and formal assessment meetings
 - Agree with their induction tutor the start and end dates of the induction period, and the dates of any absences from work during the period
 - Keep copies of all assessment forms
 - Keep a folder of evidence alongside the standards for review at the end of the induction period
 - Be proactive in seeking additional support and advice when necessary
 - Regularly attend the whole staff CPD and the bespoke NQT training programme
- 8.3 When the NQT has any concerns, they will:
 - Raise these with their induction mentor as soon as they can
 - Consult with their contact at the appropriate body at an early stage if there are difficulties in resolving issues with their tutor or within the school

9. Role of the Headteacher

9.1 The Headteacher will:

- Check that the NQT has been awarded QTS and whether they need to serve an induction period
- Agree, in advance of the NQT starting, who will act as the appropriate body
- Notify the appropriate body when an NQT is taking up a post and undertaking induction
- Make sure the NQT's post is suitable according to statutory guidance (see section 3.1 above)
- Ensure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively
- Ensure the NQT's progress is reviewed regularly, including through observations and feedback of their teaching
- Ensure that formal assessments are carried out and reports completed and sent to the appropriate body
- Maintain and keep accurate records of employment that will count towards the induction period
- Make the governing board aware of the support arrangements in place for the NQT
- Make a recommendation to the appropriate body on whether the NQT's performance against the relevant standards is satisfactory
- Participate in the appropriate body's quality assurance procedures of the induction programmes
- Keep all relevant documentation, evidence and forms on file for 6 years

10. Role of the Induction Mentor

10.1 The induction tutor will:

- Provide guidance and effective support to the NQT, including coaching and mentoring
- Carry out regular progress reviews throughout the induction period
- Undertake formal assessment meetings during the induction period, coordinating input from other colleagues as appropriate
- Inform the NQT during the assessment meeting of the judgements to be recorded on their formal assessment record and invite the NQT to add their own comments
- Ensure that the NQT's teaching is observed and feedback is provided
- Ensure the NQT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the school
- Take prompt, appropriate action if the NQT appears to be having difficulties

11. Role of the governing board

11.1 The governing board will:

- Ensure the trust complies with statutory guidance
- Be satisfied that the trust has the capacity to support the NQT
- Ensure the Headteacher is fulfilling their responsibility to meet the requirements of a suitable induction post
- Investigate concerns raised by the NQT as part of the trust's grievance procedure
- If it wishes, seek guidance from the appropriate body on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process
- If it wishes, request general reports on the progress of the NQT

12. Monitoring arrangements

12.1 This policy will be reviewed annually by the Headteacher.

13. Links with other policies

13.1 This policy links to the following policies and procedures:

- Performance Management/Appraisal (This policy, which covers performance management/appraisal, applies to the Headteacher and to all teachers employed by the Trust, except those on contracts of less than one term, those undergoing induction (i.e. NQTs) and those who are subject to the school's formal capability procedure.)
- Grievance
- Teacher Pay Policy
- Staff Code of Conduct