

BEBINGTON HIGH SPORTS COLLEGE



**INDUCTION PERIOD FOR NEWLY QUALIFIED
TEACHERS POLICY**

Agreed/Reviewed by Governors – see reverse

THE INDUCTION PERIOD FOR NEWLY QUALIFIED TEACHERS

Bebington High Sports College takes the induction of colleagues new to the profession very seriously. The NQTs Line Manager and the Deputy Head (Personnel) take a shared responsibility for providing support. It is vital that both carry out the agreed observations and meetings in order to monitor the progress of the NQT.

From September 1999, all newly qualified teachers (NQT) are required to successfully complete a 12 month induction period. The DfES material outlines the monitoring, support and guidance NQTs must be given, and the professional standards they will be expected to reach.

The induction period will combine an individualised programme of monitoring and support which provides opportunities for NQTs to develop further their knowledge, skills and achievements in relation to the standards for the award of QTS, with an assessment of their performance. It will take account of the NQTs strengths and areas for development, as set out in the Career Entry Profile that each NQT brings from initial teacher training to the first teaching post. NQTs will have a timetable of 90% of normal average teaching time to allow their induction programme to take place, (Standards Fund available for this).

This arrangement will be set out in the new School Teacher's Pay and Conditions Document.

The Headteacher and the Appropriate Body (LA) are responsible for the supervision and training of NQTs. Headteachers may wish to delegate the associated tasks for monitoring, supporting and assessing NQTs to other colleagues. All NQTs need an induction tutor, and it is recommended in the circular that this be their Line Manager, a senior member of staff or suitably experienced teacher who has considerable contact with the NQT.

The induction tutor should be fully aware of the requirements of the induction period and should have the necessary skills, expertise and knowledge to work effectively in the role. In particular, the induction tutor should be able to make rigorous and fair judgements about the NQTs performance in relation to the requirements for satisfactory completion of the induction period and to provide or co-ordinate guidance and effective support for the NQT' professional development.

Experience has shown that a shared responsibility for monitoring, support and assessment has been most effective for the NQTs - the Line Manager (usually Head of Department) takes responsibility for the day to day support and subject specific monitoring, and the Deputy Head (Personnel) oversees the process, coordinates the professional development and writes up reports.

The guidance provides a structure for the induction period. In addition to relatively informal day to day support, the Line Manager will observe the NQT teaching at least once every halfterm, and the observation will be followed by a review meeting during which time the observation and any other issues are discussed. Any targets previously set need to be reviewed and new ones set. A short report should be written and a copy given to the NQT, the induction tutor and the Deputy Head (Personnel).

The induction tutor(s) and the NQT need to plan what the NQT does within the time released by their reduced teaching load - observation of experienced colleagues, visits to other schools, meeting with SENCO etc. It is vital that the NQT plays an active role in planning the programme of their induction period.

There will be 3 formal assessment meetings held between the Deputy Head (Personnel) and the NQT, normally held towards the end of each term. The Line Manager and the Deputy Head (Personnel) will need to discuss the NQTs progress prior to this. The focus of the 5 meetings will be as follows:

the first meeting will focus on the extent to which the NQT is consistently meeting the Standard for the Award of QTS in an employment context, and is beginning to meet the Induction Standards

b) the second meeting will focus on the NQTs progress towards meeting the Induction Standards

c) the final assessment meeting will be used to determine whether the NQT has met all the requirements for the satisfactory completion of the induction period

Formal assessment meetings will be informed by at least 2 observations, and 2 progress review meetings that have taken place during that term. Pupils' work, liaison with colleagues and parents, lesson plans, records and evaluations, the NQTs self-assessment and professional development record may all be used as evidence during the assessment meeting.

After the first and second meeting, an assessment form (Induct 1) should be completed and sent to the Appropriate Body (LEA). At the end of the induction period, assessment form (Induct 2) should be used to recommend whether the NQT has satisfactorily completed the induction period. (There is guidance for NQTs who are not making satisfactory progress in the circular). The LEA will then make a final decision on whether the NQT has satisfactorily completed the induction period.

The above system provides a shared responsibility between the Line Manager, who is in the best position to monitor and support on a day to day basis, and the Deputy Head (Personnel) who will oversee the induction period and organise the professional development of each NQT. It is helpful to have 2 colleagues who can pool ideas and observations, and come to an objective assessment.

Full details of all guidance in relation to NQT induction is available on the website:

www.teachernet.gov.uk/professionaldevelopment/opportunities/nqt/induction.