



## Policy for the Induction of Newly Qualified Teachers (NQTs) at Northern Parade Federated Infant & Junior Schools

### Rationale

The first year of teaching is not only very demanding but also of critical significance in the professional development of new teachers. It is vital they get a good start to their teaching career through appropriate transitional support. Our schools' induction programme is aimed at ensuring a smooth transition from training into the teaching profession through appropriate monitoring, guidance, support and challenge. Our NQT Induction programme will enable our NQTs to establish a secure foundation upon which a successful teaching career can be built.

### Purposes

Our school's NQT induction programme has been designed to meet statutory requirements and make a significant contribution to both the professional and personal development of NQTs, providing support which should enable them to develop competence in the Teachers' Standards and make a valuable contribution to our school. Specifically, we aim to:

- provide support to meet the generic needs of all NQTs and the specific needs of individual NQTs
- provide individualised support through high quality mentoring
- provide NQTs with examples of good classroom practice
- help NQTs form productive relationships with all members of the school community and stakeholders
- encourage reflection on their own and observed practice
- provide opportunities to recognise and celebrate success
- act quickly to help NQTs address any areas of concern
- provide a foundation for longer-term professional development
- ensure a smooth transition from teacher training, to help NQTs meet all the Teachers' Standards during NQT Induction

The whole staff will be kept informed of the school's NQT Induction Policy and encouraged to participate, wherever possible, in its implementation and development. This policy reflects a structured whole school approach to teacher induction and recognises that the high quality and commitment of the people who supervise NQT Induction are crucial factors in its continued success.

### Roles and Responsibilities

#### The Local Governing Board

The Local Governing Board will be fully aware of the law 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 a NQT, as to whether the school currently has the capacity to fulfil all of its obligations. The Local Governing Board will be kept aware and up to date about induction arrangements and the progress of NQTs regularly through the Headteacher's report and/or direct contact with the NQT Coordinator in school.

For the year 2020/2021 the school's Induction Co-ordinator is Mrs Liz Davies.

### The Headteacher

The Headteacher at Northern Parade (Federated) Infant and Junior Schools plays a significant and leading role in the process of inducting new colleagues to the profession. While responsibility for the implementation of the Induction Programme has been delegated to a co-ordinator, the Headteacher will also observe each NQT, through developmental and informal 'drop-ins,' at least once each term. Statutory responsibilities are:

- ensuring an appropriate induction programme and support are in place
- recommending to the Appropriate Body; the Portsmouth Teaching School Alliance (PTSA) whether an NQT has met the requirements for satisfactory completion of the induction period

In reality, many of the tasks associated with the above will be carried out by a co-ordinator but the Headteacher will make the final recommendation to the PTSA. In addition to the statutory requirements the Headteacher will:

- observe and give written warnings to any NQT at risk of failing to meet the Standards following consultation with the Appropriate Body for NQT Induction
- keep the Local Governing Board aware and up to date about induction arrangements and the progress of NQTs

### Induction Co-ordinator (Induction Tutor)

The principal requirement for the NQT Co-ordinator is to be responsible for the overall management of initiating NQTs into the teaching profession and into our schools' systems and structures. It entails not only a co-ordination role but also keeping records of activities and monitoring the quality of provision. It embraces various tasks, such as organising a central induction programme, providing support and guidance and the transparently rigorous, fair and consistent assessment of NQT performance.

### Mentor

In addition to the Co-ordinator, who has the responsibility for the formal assessment of NQTs, a Mentor is appointed to provide support on an informal daily basis and through a formal weekly timetabled slot. The Mentor will contribute to the judgements about the NQT's progress against the Teachers' Standards.

### **Entitlement**

Our induction programme ensures that new teachers are provided with the support, guidance and monitoring to help them fulfil their professional duties and meet the requirements for satisfactory completion of Induction. It builds on their knowledge, skills and achievements in relation to the Teachers' Standards from their training (ITT).

The key aspects of the Induction programme for NQTs at Northern Parade are as follows:

- 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 the NQT taking up the appointment, with time to discuss developments needed and how they will be assisted in making these.
- Help and guidance from an Induction tutor who holds qualified teacher status, is adequately prepared for the role and will coordinate the induction programme.
- Regular meetings with a mentor and, as needed, meetings with subject coordinators, SENCo, DSL etc.

- Instruction in safeguarding responsibilities and how to use the schools' safeguarding recording system MyConcern, with an individualised login.
- A programme of observations of the teaching of experienced colleagues.
- A reduction of 10% of the average teacher's workload (in addition to PPA time). This time is used for participating in the school's Induction programme, other professional development activities and meetings with the mentor.
- Regular observation of NQT's teaching by experienced colleagues (at least once every half term).
- Prompt written as well as oral feedback on teaching observed, with targets and feedback/advice provided.
- The confronting of any areas of practice or behaviour, that may prevent the NQT meeting the Teachers' Standards in a timely, honest and professional manner
- Opportunities for further professional development based on agreed targets and identified needs.
- Detailed success criteria/Action Plans for any areas identified which otherwise render a NQT at risk of not meeting the Teachers' Standards.
- Regular contact with the PTSA NQT Induction Co-Ordinator as necessary.

### **Assessment & Quality Assurance**

- The assessment of NQTs will be rigorous and objective.
- The criteria used for formal assessments will be shared and agreed in advance.
- Both formative assessments (e.g. lesson observations, target setting, Review Meetings) and summative assessments (termly Induction reports) will be used.
- Assessment will draw on views from all teachers who have a part in the NQT's development in order to gain a reliable overall picture.
- Assessment will draw on evidence from planning, work produced by pupils, progress data and relationships with staff/pupils/parents, as well as formal observations of teaching.
- The Co-ordinator will ensure that assessment procedures are consistently applied across all NQTs.
- Copies of any records will be passed to the NQT concerned.
- Termly reports will give details of:
  - areas of strength
  - areas requiring development
  - evidence used to inform judgement
  - targets for the coming term
  - support to be provided by the school

### **At risk procedures**

If any NQT encounters difficulties with meeting the Teachers' Standards, the following procedures will be put into place:

- An expectation is established that the support provided will enable any weaknesses to be addressed.
- Recorded diagnosis of the exact nature of the problem and advice given on how to redress the problem.
- Agreed, attainable targets for action set for a minimum of 4 weeks, with specific and practical steps outlined for securing an improvement in practice.
- Experienced colleagues will model aspects of good practice so that the NQT can focus attention on particular areas of teaching through observation.

- The school's concerns will be communicated to the Appropriate Body for NQT Induction (PTSA) without delay.
- Early warning of the risk of failure will be given to the NQT in consultation with the Appropriate Body as appropriate.

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. The PTSA NQT Induction Co-ordinator will be informed as soon as it becomes clear an NQT is at risk of not meeting one or more of the Teachers' Standards so that a joint remedial action can be taken.

### **Addressing NQT Concerns**

If an NQT has any concerns about the induction, mentoring and support programme, these should be raised within the school (Mentor, Co-ordinator, Headteacher) in the first instance. Where the school does not resolve them the NQT should raise concerns with the named Appropriate Body (AB) contact.

The named AB contact is June Hutchinson, NQT Induction Co-Ordinator for the Portsmouth Teaching School Alliance.

### **Review**

Agreed: October 2019

By whom: Governors' Resources Committee

Review:

- as part of the school's policy development cycle.
- before should there be any changes to statutory requirements.