



<b>Policy</b>	<b>Newly Qualified Teachers</b>
Author	Rosy Lord, Head of HR
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## 1. Introduction

The purpose of this Policy and Procedure is to identify how the Academy Trust will support NQTs employed by the Trust during their Induction year.

Statutory Induction is the bridge between initial teacher training and becoming a fully qualified teacher. During this year, the NQT must show that they can meet the requirements of the Teachers' Standards. NQT's performance will be assessed against these standards until they can show they can meet them on a consistent and sustained basis.

NQTs have one attempt to pass their statutory induction and this is therefore the most important year of their careers.

A school or Academy in special measures is unable to offer statutory induction for NQTs unless Ofsted gives specific permission or the NQT started prior to the Academy entering special measures.

This Policy should be read in conjunction with the Statutory Guidance for Induction or newly qualified teachers (England) which is revised annually.

## 2. Working with the Trust

There are many benefits of joining the Trust as an NQT. These include

- Ability to work across more than one school locally
- Ability to cater for primary and secondary NQTs
- Ability to experience more than one department and glean best practice
- Support locally from named staff and from the Central Trust Directors of English and Maths
- Clear career path with the potential for progression across the Trust
- Individually identified support programme

### 3. Induction period

The induction period is generally one academic year for a full time NQT. This however would be extended should an NQT not work full time. It has to, however, be the equivalent of one year full time (3 terms).

An NQT does not have a time limit in which to commence their statutory induction after completing initial teacher training.

The Induction period will commence at an appropriate date for the appropriate body and the Academy. Induction can also be carried out in more than one institution – the process for this is laid out in the Statutory Guidance.

NQTs working for less than a term on a supply basis are unable to commence their induction. If the contract is extended then the induction should start as soon as possible on a date agreed with the appropriate body. The start date cannot be backdated.

NQT's working more than one term on a fixed term or supply basis can use that term towards their induction period.

Statutory induction can only be extended in specific circumstances as set out in the Guidance eg maternity, extended sick leave.

### 4. Appropriate Body

The Academy must decide on an appropriate body with whom to work to assess the performance of the NQT. For an Academy this could be:-

- A local authority
- A teaching school not involved in the awarding of an initial teaching training qualification to the NQT
- The National Induction Panel for Teachers
- The Independent Schools Teacher Induction Panel (for members only)

The Academy will assess the most appropriate for them – this is usually the Local Authority.

### 5. Appropriate post and NQT

The Academy and appropriate body must ensure that the post to which an NQT is to be appointed is suitable. The Academy must ensure that the post will enable the NQT to meet all the requirements of statutory induction.

The Academy must also ensure that it has followed safer recruitment practices to recruit the NQT and undertake the necessary checks to ensure that they have been awarded QTS and therefore are able to commence their statutory induction. These checks will be verified by the appropriate body upon registration.

### 6. Academy Responsibilities

The Academy will ensure the NQT has no more than a 90% timetable during their induction year including PPA to enable them to undertake the additional requirements of the induction period.

In addition the Academy will ensure an individualised plan is put in place for the NQT and provide the following:-

- Ensure an appropriate induction into the Academy for the NQT including relevant expectations and policies and procedures
- Support from an appropriate designated Induction tutor
- A negotiated induction programme which takes account of: any evaluations from the ITT course; the individual's identified needs; the Teachers' Standards and the post to which they have been appointed
- Regular observations of the NQT's teaching practice and follow up reviews and feedback at least once per half term. Observations will be conducted by an appropriate qualified teacher
- Professional reviews of progress to review and revised objectives in relation to the Teachers' Standards and the needs of the individual NQT. These should be held regularly ideally weekly but at a minimum half termly
- A programme of observation of experienced teachers by the NQT to see good or best practice
- Other individual personal or professional development as identified for the NQT
- Three formal assessment meetings between the induction tutor (or other designated individual) and the NQT. These will formally assess the NQT against the Teachers' Standards and a report will be provided to the appropriate body to show whether or not the NQT is making satisfactory progress. The final report will indicate whether or not the Principal believes the NQT has met the Core Standards.

## 7. Responsibilities of the NQT

The NQT will be expected to

- Take full advantage of the support and training given to them
- Act constructively on the feedback given from observations and other assessments/reviews
- Comply with the Academy's policies and procedures
- Be well prepared to teaching and have lesson plans available, providing a copy to the observer at least 12 hours in advance of any scheduled observation
- Take the initiative in seeking advice and help from the induction tutor or other appropriate individual eg professional tutor or Principal
- Engage in reflection and analysis of their professional practice to identify and implement improvements
- Identify any other areas of support they need and bring them to the attention of their induction tutor

## 8. Interim Assessments

Should an individual leave during the course of their statutory induction, the Academy will undertake an interim assessment and provide a report. This can only occur if an NQT completes at least one term.

This will enable the NQT to pick up their induction at another point if they wish. This report must include any concerns raised about progress of the NQT.

Should an NQT join the Academy who has already started their statutory induction with another institution, this interim assessment/report will form the basis of the remainder of their statutory induction and will be shared with the appropriate body.

## 9. Unsatisfactory Performance

If it becomes clear that the NQT is not making satisfactory progress, the appropriate body should be informed and the Academy through the induction tutor will put in place additional support and monitoring with the NQT immediately. The NQT must be advised where their practice is not meeting the required standards. It must be made clear where they need to improve their practice and objectives set to give them every opportunity to improve their performance.

It is highly likely that the additional support and monitoring will assist the NQT to raise their performance to expected standards. However if it does not improve prior to the next formal assessment it must be made clear to the NQT where they are not meeting the required standards and the consequences of not satisfactorily completing the induction period. An updated support plan and objectives should be put in place for the NQT immediately to enable them to have a full opportunity to improve prior to the next formal assessment – especially if this will be the final assessment.

In the event of serious capability issues it may be necessary to invoke the capability process alongside the statutory induction process. Capability processes will run parallel with the statutory induction procedures whilst the NQT remains at the Academy. The appropriate body must be informed.

Should the Academy dismiss due to capability prior to the completion of the statutory induction period, the NQT will be able to complete their induction at another institution. The appropriate body must be informed by the Academy.

## 10. Completion of the induction period

The NQT completes their induction period when they have completed the full period including any extensions. The Academy will conduct the final assessment and send their report to the appropriate body.

The appropriate body will make the final decision as to whether or not the NQT has performed satisfactorily against the Teachers' Standards. Within 20 days the appropriate body will decide whether or not the NQT has passed their statutory induction period. The appropriate body will then notify the Academy and the NQT in

writing of the outcome. The appropriate body will also notify the National College for Teaching and Leadership.

The outcome could be

- a) Satisfactory completion
- b) Failed
- c) Extended

If the decision is b) or c) the NQT can appeal the decision.

Appeals against the decision of the appropriate body would be made to the National College for Teaching and Leadership which acts on behalf of the Secretary of State. The decision of the NCTL is final.

Failure to complete the induction period means the NQT is unable to be employed as a teacher. The NQT must be dismissed within 10 days if they are not exercising their right of appeal. If they do appeal but are unsuccessful, they must then be dismissed within 10 days of the outcome of the appeal being notified.

## 11. Record Keeping

All records for any NQT including assessments must be retained for 6 years by the Academy.

If the teacher is retained by the Academy, they will form part of the individual's personnel file.