



South Hiendley Primary School

NEWLY QUALIFIED TEACHERS (NQT) POLICY

Headteacher: Mr S Walker

Last reviewed on: September 2020

Next review due by: September 2021

Signed (CoG):

A handwritten signature in black ink that reads 'C. Foy'.

22nd October 2020

NQTs

We aim to ensure that all new staff, especially Newly Qualified Teachers (NQTs), are made to feel most welcome by providing the necessary support and guidance when they begin their new role at this school. We acknowledge that NQTs need specific support because their first year is part of their training and successful achievement of it contributes to their teaching qualification.

Aims

- To follow the National Guidelines for Supporting NQTs in Schools.
- To identify the needs and the personal requirements of NQTs so that they can successfully develop their teaching role.
- To provide a positive learning environment to help NQTs in their first year in teaching.

Procedure

Role of the Governing Body	<ul style="list-style-type: none">• The GB will:<ul style="list-style-type: none">▪ establish effective induction arrangements for all NQTs;▪ provide effective monitoring, support and assessment procedures.
Role of the Headteacher	<ul style="list-style-type: none">• The Headteacher will:<ul style="list-style-type: none">▪ provide an appropriate induction programme in line with national arrangements;▪ provide rigorous but fair monitoring and assessment procedures;▪ appoint an experienced teacher to be an induction mentor for NQTs.
Role of the Induction Mentor	<ul style="list-style-type: none">• The induction mentor will:<ul style="list-style-type: none">▪ organise an effective induction programme;▪ ensure that the NQT understands the induction process;▪ establish a negotiated support programme tailored to the needs of the NQT;▪ establish effective monitoring and assessment procedures;▪ ensure that thorough documentation is kept and

	<p>complies with the National Guidelines for Supporting NQTs in Schools.</p> <ul style="list-style-type: none"> ▪ be involved in the formal, summative assessment at the end of the induction period.
<p>NQTs Entitlement</p>	<ul style="list-style-type: none"> • NQTs are entitled to: <ul style="list-style-type: none"> ▪ a 90% teaching commitment; ▪ a mentor with whom they will meet regularly; ▪ monitoring from the induction mentor, senior staff and LA advisors; ▪ support from the Head, induction mentor and senior members of staff; ▪ support from subject leaders; ▪ visiting other year groups to observe experienced teachers teaching; ▪ visit other schools; ▪ professional development opportunities.
<p>The Induction Programme</p>	<ul style="list-style-type: none"> • The school's induction mentor will organise specific time with the NQT when the following documentation will be discussed in depth: <ul style="list-style-type: none"> ▪ School Prospectus ▪ Staff Handbook ▪ Policy Documents ▪ School Development Plan ▪ National Curriculum Documents ▪ Schemes of Work ▪ Assessment, Recording and Reporting Procedures ▪ Performance Management Policy and Procedures • The following information will also be covered: <ul style="list-style-type: none"> ▪ A plan of the school ▪ Health and Safety policy and procedures ▪ Procedures such as: <ul style="list-style-type: none"> ▪ evacuation of the building ▪ school security ▪ first aid ▪ reporting and recording accidents ▪ School personnel – roles and responsibilities ▪ Class list ▪ SEN information ▪ Pupil's medical information

	<ul style="list-style-type: none"> ▪ Planning ▪ Marking ▪ Reporting to parents ▪ Behavioural management ▪ Child Protection <ul style="list-style-type: none"> • The induction mentor will: <ul style="list-style-type: none"> ▪ negotiate with the NQT a support programme tailored to the needs of the NQT; ▪ ensure that the NQT understands the induction process; ▪ establish an effective monitoring and assessment procedure that the NQT fully understands.
Observations	<ul style="list-style-type: none"> • Each half term the NQT will be observed by the induction mentor. • A professional review discussion follows each observation when the NQT and induction mentor reviews progress against the NQTs objectives.
Formal Assessment Meetings	<ul style="list-style-type: none"> • Formal assessment meetings take place each term between the Head, the induction mentor and the NQT when the following will be discussed: <ul style="list-style-type: none"> ▪ reports from two observations and two review meetings ▪ pupil's assessment records ▪ NQTs planning and evaluations ▪ NQTs self assessment ▪ professional development record ▪ NQTs progress • A form will be completed after the second formal assessment meeting indicating whether or not the NQT is making satisfactory progress.
Final Induction Assessment	<ul style="list-style-type: none"> • At the end of the induction period the NQT will be assessed against the induction standards. • Using the final assessment form the Head will notify the LA as to whether the NQT has met the induction standards.

Complaints	<ul style="list-style-type: none">• If the NQT wishes to make a complaint about any aspect of the induction process then they may register a complaint using the school's complaint procedure.
Effectiveness	<ul style="list-style-type: none">• This policy will be reviewed when the need arises.