Policy for Newly Qualified Teachers (NQT)  
2020/21

Signature:  
Head teacher

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West Somerset College welcomes newly qualified teachers (NQTs) and values their positive contributions to our educational community. Our induction programme ensures that NQTs are provided with the support and monitoring to help them fulfil their professional duties and meet the requirements of the Teachers’ Standards as well as building skills and knowledge that will help them excel.

Rationale

The School’s induction process ensures the appropriate guidance, support and training to include the development of skills, knowledge, expectations and observations are provided through a structured but flexible individual programme.

This programme will enable an NQT to form a secure foundation upon which a successful teaching career can be built.

Purpose

The West Somerset College induction process has been designed to make a significant contribution to both the professional and personal development of NQTs. It aims to:

- To provide programmes appropriate to the individual needs of the NQT through the individual mentoring, feedback and regular review of performance against the Core Standards;
- To provide guidance, support and continuing CPD to enable NQTs to meet the Core Standards by the end of their induction year;
- To provide appropriate action planning, reviewing, monitoring and support through the role of an identified induction mentor;
- To provide NQTs with the opportunity to observe examples of good practice within school;
- To help NQTs form positive professional relationships with all members of the school community and stakeholders;
- To help NQTs become aware of the school’s role in the local community;
- To ensure reflection on their own and observed practice and use this to build skills and confidence;
- To provide opportunities to identify areas for development and to form action plans to meet identified targets.

Leadership and Management

The Head teacher, as well as the Appropriate Body are responsible for ensuring that NQTs have an appropriate induction programme.

- The Professional Mentor (ITTC), together with the Subject Mentor, will be the NQT’s line manager and will be responsible for the overall management of initiating NQTs into the teaching profession and the school organisation. In conjunction with the NQT, the Mentor will be responsible for developing attainable targets, reviewing these targets, assessing the NQT’s performance and subsequently setting new objectives to further develop the NQT’s practice.
- The Subject Mentor will be responsible for the development of specialist subject knowledge and skills and their effective and impactful application within the classroom.
• Achievement Leaders will provide pastoral support for NQTs as needed.
• The NQT will be provided with a timetable equivalent to 80% of allocated learning time. Wherever possible, the timetable will contain a range of classes, ages and abilities.
• The NQT will be provided with a protected timetabled mentoring slot.
• The NQT will be actively encouraged to work with other NQTs and trainees within the school. They will be supported at least once through coaching and feedback from experts who work as part of the MAT.
• The progress of the NQT will be monitored in accordance with the DFE Statutory guidance.

Responsibilities of the Head Teacher:

• To clarify whether the teacher needs to serve an induction period or is exempt;
• Notify the Appropriate Body when an NQT who is taking up a post in which they will be undertaking induction joins the school/college, before the appointment begins;
• Ensure the NQT’s post is a suitable post in which to serve induction;
• Act early, alerting the Appropriate Body when necessary, in cases where an NQT may be at risk of not completing induction satisfactorily;
• Maintain accurate records of periods of employment that will count towards the induction period and when NQTs leave the school part way through a period;
• Monitor absences and notify the Appropriate Body as soon as absences over the whole period total 30 days or more;
• Periodically inform the Governing Body about the school’s induction arrangements;
• Participate appropriately in the Appropriate Body’s Quality Assurance procedures;
• Consult and agree with Appropriate Body the exceptional cases where it may be appropriate to shorten or extend the induction period;
• Within 10 days of the NQT completing the induction period, make a recommendation to the Appropriate Body on whether the NQT has met the core standards, using agreed forms;
• Retain all relevant documentation/evidence on file for six years;
• Observe and give written warnings to an NQT at risk of failing to meet the required standards;
• Keep the Governing Body aware and up to date about induction arrangements and where appropriate, the NQT’s progress.

Induction Coordinator (ITTC)

At West Somerset College the ITTC oversees the induction of NQTs when there is more than one NQT working in the school at one time. The ITTC is responsible for ensuring that induction mentors are fulfilling their roles and to provide them with support and advice. The ITTC ensures that all evidence is adequately recorded and that the school has a consistent approach to induction. In addition they will:

• Ensure third party observation of an NQT, particularly if progress towards meeting the standards may be at risk
• Be responsible for the overall monitoring of NQT progress.
• Complete standardisation of observations in accordance with Teachers’ Standards.
• Complete NQT end of term reports in conjunction with feedback from induction mentors
• Take part in the completion of observations, learning walks and feedback.
• Provide an induction programme which can be personalised to meet the specific needs of each NQT as appropriate
• Provide interim assessment reports for staff moving in-between formal assessment periods and notify the Appropriate Body when an NQT serving induction leaves the school/college
• Appoint an induction tutor (who must hold QTS) and ensure that an appropriate cycle of observations, 6 progress reviews and 3 formal assessments takes place

**Induction Mentor**

The West Somerset NQT induction mentor is responsible for the overall management of initiating NQTs into the teaching profession and into the school’s systems and structures as well as providing subject-specific support and guidance. It entails not only a co-ordination role but also keeping records of activities and monitoring the quality assurance of provision.

The induction mentor provides the NQT with day-to-day monitoring and support and must:

• Provide, or co-ordinate, guidance and effective support including coaching and mentoring for the NQT’s professional development
• Attend a timetabled mentoring meeting each fortnight to provide support and guidance for the NQT
• Carry out 6 reviews of progress during the induction period and provide timely and constructive coaching for the NQT
• Undertake 3 formal assessment meetings during the total induction period co-ordinating providing feedback to the ITTC
• Ensure NQTs are aware of how, both within and outside the institution, they can raise any concerns about their induction programme or their personal progress
• Take prompt and appropriate action where an NQT appears to be experiencing difficulties and seek support from the ITTC or other appropriate staff support

**Unsatisfactory Progress**

At West Somerset College we strive to ensure that all of our training or newly qualified staff make excellent progress. Nevertheless there may be NQTs who, at some stage of their induction programme, may be judged to be making unsatisfactory progress or feel themselves that they are not progressing as they would like. If this occurs, early action will be taken in order to provide the NQT with the opportunity to make the necessary improvements to his or her performance.

• If an NQT is not making satisfactory progress, early action will be taken to support and advise the teacher to make the required improvements. This will be done through informal meetings with the Subject and/or Professional Mentor.
• Comprehensive consultation between the two Mentors will be ongoing and the Professional Mentor will make the Head teacher aware of the situation. The Head teacher will observe the NQT.
• In the event the NQT continues to make unsatisfactory progress, the Appropriate Body will be informed. The Appropriate Body will provide advice and support to both the NQT and the school.
• Reports sent to the Appropriate Body will indicate any unsatisfactory progress made by the NQT and state whether the NQT is at risk of failing to complete the induction period. The Head teacher should write to the NQT about any unsatisfactory assessments and inform them of failing to make the necessary improvements.
• Where the school recommends that a NQT needs to extend their induction period, or the NQT is failing to meet the standards for the induction period, the Appropriate Body will be informed immediately and relevant forms and process will be completed.

All NQTs are monitored in accordance with the statutory guidance.

**Action if performance is still unsatisfactory at the next assessment point**

In most cases the additional monitoring and support measures stated above will have the desired effect and the NQT will go on to be formally assessed at the end of the period as having met the core standards.

However in some cases improvement will not be enough. Where there are still concerns about the NQT’s progress at the next assessment point the ITTC and Head teacher will:

- Discuss the identified weaknesses with the NQT
- Discuss the agreed objectives previously set in relation to the requirements for the satisfactory completion of induction, updating these as necessary and any barriers to success that may have been identified
- Discuss details of additional monitoring and support put in place and what may now be needed
- Discuss the range of evidence used to inform the judgement
- Arrange the details of the improvement plan for the next assessment period.

Following the discussion the ITTC and Head Teacher will complete the relevant assessment form and send it to the Appropriate Body.

**Addressing NQT Concerns**

If an NQT has any concerns regarding their induction programme or meeting the teaching standards these should be raised with the induction mentor or the ITTC.

**The NQT**

**Before starting:**

- Check that they have passed any skills tests prior to starting the induction period
- Check with the DfE Teaching Agency that they have been awarded QTS before starting an induction period; and
- Providing evidence that they have QTS and are eligible to start induction.
- Ensure they have completed all of the relevant DBS checks and provided all requested documentation
Once in post:

- Attend regular timetabled meetings with their induction mentor
- Agree with their mentor how best to use their NQT reduced timetable allowance to support their targets
- Reflect on teaching regularly, using the teacher standards to build a profile of their strengths and areas for development
- Observe experienced colleagues whenever possible
- Regularly Record evidence of their progress against the core standards and review with their induction mentor
- Participate fully in the agreed monitoring and development programme
- Raise any concerns with their induction mentor or ITTC as soon as practicable
- Keep track of, and participate effectively in, the scheduled classroom observations and coaching sessions
- Retain copies of all assessment forms and other documentation