

1. Introduction

- 1.1 The first twelve months of teaching are not only very demanding but also of considerable significance in the professional development of any new teacher. The Trust's NQT induction programme ensures an effective transition from Initial Teacher Training into the teaching profession, enabling NQTs to establish a secure foundation upon which to build a successful teaching career.
- 1.2 The Trust's induction processes ensure that appropriate guidance, support and training are provided to include the development of skills, knowledge and experience through a structured but flexible individual programme
- 1.3 Each academy aims to:
 - Deliver an NQT induction programme that meets all statutory requirements
 - Provide NQTs with a working environment that supports their development and equips them with the tools to be effective and successful teachers
 - Ensure all staff understand their role in the induction programme

2. Legislation and statutory guidance

- 2.1 This policy is based on the Department for Education's statutory guidance Induction for Newly Qualified Teachers (England) and The Education (Induction Arrangements for School Teachers) (England) Regulations 2012.
- 2.2 The 'relevant standards' referred to below are the Teacher's standards
- 2.3 This policy complies with the Trust's funding agreement and articles of association.

3. The NQT induction programme

- 3.1 For a full-time NQT, the induction programme will typically last for a single academic year. Part-time NQTs will serve a full-time equivalent.
- 3.2 Prior to the start of the NQT induction year, the NQT will:
 - Receive information which will help them become familiar with the academy's systems and expectations, and about the the class or classes they will be teaching to be able to begin planning
 - Have the opportunity to visit the academy and meet key staff with whom they will be working, including their NQT induction tutor
 - Have an introductory meeting with their NQT induction tutor
- 3.3 The NQT induction programme will commence on start of employment and include:
 - An individualised programme of monitoring and support, adapted to their needs as the year progresses

- A 10% reduction in their timetable to allow them to undertake activities in their NQT induction programme. This is in addition to the timetable reduction in respect of planning, preparation and assessment time (PPA) that all teachers receive
- Support from a designated NQT induction tutor who will have qualified teacher status (QTS)
- NQTs should be observed at least once every term (in a six-term year). The first observation should be within the first four weeks in school. They should have the opportunity for a follow-up discussion and should receive a written record of each observation
- At least one professional review meeting with their NQT induction tutor every term to discuss their progress, set new targets and identify any support they may need.
- Three formal assessment meetings of their performance measured against the Teachers' Standards, with the final review at the end of their first academic year.
- Be provided with the necessary experience and support to enable them to demonstrate satisfactory performance against the Teachers' Standards, throughout, and by the end of, their NQT induction period. This includes:
 - Regularly teaching the same class or classes
 - Not be given additional non-teaching responsibilities without appropriate preparation and support
 - Not normally teach outside the age range and/or subjects they have been employed to teach
 - Not have unreasonable demands made upon them
 - Support for parents' meetings.
- A planned programme of CPD be based on their strengths and areas for development, identified in their self-review against the Teachers' Standards.
- The opportunity to observe experienced teachers in their own academy and, where possible, in another academy where particular areas of good practice have been identified.
- A named contact with whom they can get in touch to discuss any difficulties with induction that they have not been able to resolve in academy. The contact is for academies using Sussex Teaching School Alliance as its Appropriate Body.

3.4 The NQT induction programme is quality assured by the Principal.

4. Progress concerns

4.1 If it becomes clear the NQT is not making sufficient progress, additional monitoring and support measures must be put in place immediately, meaning:

- Areas in which improvement is needed are identified
- Appropriate objectives are set to guide the NQT towards satisfactory performance
- An effective support programme is put in place to help the NQT improve their performance
- Advice may be sought from HR

4.2 If there are still concerns about the NQT's progress at their next formal assessment, so long as it is not the final assessment, the principal will discuss this with the NQT, updating objectives as necessary and giving details of the improvement plan for the next assessment period.

4.3 The named Appropriate Body contact will be informed as soon as it becomes clear an NQT is at risk of not meeting one or more of the Teachers' Standards. The NQT to be advised they can discuss concerns with the named contact.

5. Roles and responsibilities

5.1 Role of the NQT

5.1.1 The NQT will:

- Provide evidence that they have QTS and are eligible to start induction
- Meet with their induction tutor at the start of the programme to discuss and agree priorities, and keep these under review
- Agree with their induction tutor how best to use their reduced timetable allowance
- Provide evidence of their progress against the Teacher Standards
- Participate fully in the NQT induction programme
- Participate in scheduled classroom observations, progress reviews and formal assessment meetings
- Keep copies of all assessment forms

5.2 When the NQT has any concerns, they will:

- Raise these with their induction tutor as soon as they can
- Consult with their contact at the appropriate body at an early stage if there are difficulties in resolving issues with their tutor or within the academy

5.3 Role of the Principal

5.3.1 The Principal will:

- Check that the NQT has been awarded QTS and whether they need to serve an NQT induction period
- Agree, in advance of the NQT starting, who will act as the appropriate body
- Notify the appropriate body prior to the NQT starting
- Make sure the NQT's post is suitable according to statutory guidance (see section 3.1 above)
- Ensure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively
- Ensure the NQT's progress is reviewed regularly, including through observations and feedback of their teaching
- Ensure that formal assessments are carried out and reports completed and sent to the appropriate body
- Maintain and keep accurate records of employment that will count towards the induction period
- Make a recommendation to the appropriate body on whether the NQT's performance against the Teacher Standards is satisfactory
- Participate in the appropriate body's quality assurance procedures of the NQT induction programme
- Keep all relevant documentation, evidence and forms on file in line with data protection requirements

5.4 Role of the NQT induction tutor

5.4.1 The NQT induction tutor will:

- Provide effective guidance and support to the NQT, including coaching and mentoring
- Participate in agreed training to enable them to carry out their NQT induction tutor role effectively
- Familiarise themselves with NQT Manager and the appropriate body procedures and documentation
- Carry out regular progress reviews throughout the NQT induction period
- Undertake formal assessment meetings during the NQT induction period, coordinating input from other colleagues as appropriate
- Inform the NQT during the assessment meeting of the judgements to be recorded on their formal assessment record and invite the NQT to add their own comments
- Ensure that the NQT's teaching is observed and feedback is provided
- Ensure the NQT is aware of how they can raise concerns about their NQT induction programme or their personal progress, both within and outside of the academy
- Take prompt, appropriate action if the NQT appears to be having difficulties

6. Governance

6.1 The Trust will:

- Ensure the academy complies with statutory guidance
- Be satisfied that the academy has the capacity to support the NQT
- Ensure the principal is fulfilling their responsibility to meet the requirements of a suitable induction post
- Seek guidance from the appropriate body on the quality of NQT induction arrangements, as appropriate

7. Policy status and review

Written by:	Head of Governance and Admissions / Head of HR and Organisational Development
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