

POLICY FOR THE INDUCTION OF NEWLY QUALIFIED TEACHERS (starting pre September 2021)

Pate's Grammar School



Rationale:

As a school we feel it important that all staff, both teaching and non-teaching, are inducted into the whole school team. Such induction must begin as soon as possible after staff have been appointed. We encourage the philosophy of a whole school approach to the life and work of the school. It is important that new staff are welcomed into the whole school team, helped to establish their role and position within that team and enabled to grow and develop as individuals as well as team members. It is vital that new staff are given every assistance in settling into school quickly and happily and are helped to gain a knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the whole school works. In addition to this induction offered to all new staff, Pate's Grammar School is also strongly committed to offering additional support to Newly Qualified teachers at this key point in their professional careers.

Aims and Objectives of NQT Induction at Pate's:

- To help NQTs to build upon the knowledge skills and understanding developed in initial teacher training.
- To make NQTs feel welcome and at ease in their new environment.
- To ensure the effectiveness and efficiency of NQTs and to give meaning to school documentation.
- To enable NQTs to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work.
- To ensure there is a system of support in place.
- To ensure that systematic and fair assessment procedures are in place based on the NQTs professional practice and to ensure that in the case of unsatisfactory progress sufficient support is given to make necessary improvements.
- To recognise that the appointment of an NQT is a serious responsibility and that appropriate funding will be given to support the NQT.

Guidelines:

The Headteacher and Governing Body are ultimately responsible for the induction and professional development of new teachers. On a day to day basis however, the induction tutor (overseen by the Deputy Head Academic) is responsible for the day-to-day supervision of the NQTs, liaising closely with Heads of Department and the Deputy Head to ensure that appropriate support, reporting and assessment takes place.

- The NQT will be registered with an Appropriate Body (AB) prior to the start of induction.

- NQTs will be required to complete an induction period of the equivalent of a year.
- Once the induction is successfully completed the teacher will be included in the school's appraisal process.
- The induction tutor will meet the new teacher(s) on the first day of term in order to initiate the induction process for the school year.
- The induction tutor will provide pastoral and professional support by providing frequent advice and support as necessary by meeting regularly, both formally and informally, with the NQT.
- The induction tutor will be responsible for monitoring progress and maintaining records of monitoring, support and formal assessments.
- In consultation with senior managers the induction tutor will make arrangements for additional support, experience and professional development from outside the school if required.
- Formal meetings between the induction tutor and NQT will take place regularly.
- Teaching will be observed regularly by the induction tutor, subject leaders and appropriate senior managers. Constructive written and verbal feedback will be given. Copies of observation and feedback notes will be given to the NQT and a copy retained by the induction tutor.
- Opportunity should be given to the NQT to observe experienced teachers at work within the school and in other schools.
- The NQT will be given early support on major school issues such as SEND, assessment, record keeping, reporting to parents, behaviour management & child protection procedures.
- The NQT will be given the opportunity to attend suitable training and CPD
- The relevant subject leaders will give the necessary information, support and advice to enable the new teacher to be properly prepared.
- Should problems arise with the progress of an NQT which could affect the completion of induction, advice from the AB will be sought as soon as possible and followed.

Additional Notes:

1. The member of staff selected to be the induction tutor will have attended a training course prior to starting the role or as soon as feasibly possible afterwards.
2. At the first meeting between induction tutor and NQT, the NQT's objectives are set and a timetable is drawn up to show how, and when, these objectives will be met.
3. The induction tutor and the NQT meet once a fortnight to discuss progress with the objectives and a formal assessment is held at the end of each term when the induction tutor completes an assessment form and sends it to the AB.
4. The AB, in conjunction with the headteacher's recommendation, decides if the NQT has satisfactorily completed the induction period.
5. During the induction period the NQT has 10% non-contact time (in addition to the 10% PPA time) to give him/her time to work on objectives, attend training and visit other schools.
6. Should an NQT feel dissatisfied with the support that they are receiving from Pate's then they are encouraged in the first instance to raise the matter with the Headteacher/Chair of Governors. Should the matter remain unresolved, then they are encouraged to contact the Local Authority named contact for NQTs.

Review of the Policy:

This policy is regularly reviewed and updated when necessary. Such updating will be based on the experience of recently appointed staff and the induction coordinator and will take account of their comments and ideas.

Last Reviewed by Governors: September 2021

Date of next review: September 2022