Policy for the Induction of Newly Qualified Teachers (NQTs)

Rationale
The first year of teaching is not only demanding but also of critical significance in the professional development of a new teacher. It is vital new teachers get a good start to their teaching careers through appropriate transitional support. The induction programme is aimed at ensuring a smooth transition from training into the teaching profession through appropriate guidance, support and challenge to enable NQTs to establish a secure foundation upon which a successful teaching career can be built.

Purpose
The NQT induction programme is designed to meet statutory requirements and make a significant contribution to both the professional and personal development of NQTs, providing support to enable them to develop competence in the Teachers’ Standards and make a valuable contribution to the school. Specifically, we aim to:

- provide support to meet the generic needs of all NQTs and the specific needs of individual NQTs
- provide individualised support through high quality mentoring
- provide NQTs with examples of good classroom practice
- help NQTs form productive relationships with all members of the school community and stakeholders
- encourage reflection on their own and observed practice
- provide opportunities to recognise and celebrate success
- act quickly to help NQTs address any areas of concern
- provide a foundation for longer-term professional development
- ensure a smooth transition from teacher training, to help NQTs meet all the teachers’ standards

Roles and Responsibilities
For the year 2019/2020 the NQT Induction Coordinator is Rosie Hogben.

The Senior Leadership Team
The Senior Leadership Team will play significant roles in the process of inducting new teachers. While responsibility for the implementation of the Induction Programme has been delegated to a coordinator, the Senior Leadership Team will also observe each NQT, through ‘drop-ins,’ at least once each term.

Statutory responsibilities are:

- ensuring an appropriate induction programme and support are in place.
- recommending to the appropriate body (Kent) whether an NQT has met the requirements for satisfactory completion of the induction period.

Many of the tasks associated with the above will be carried out by the coordinator but the Principal will make the final recommendation to Kent.

NQT Coordinator (Induction Tutor)
The principal requirement for the NQT Coordinator is responsible for the overall management of inducting NQTs into the teaching profession and into The Marsh Academy’s systems and structures. It involves not only a coordination role but also keeping records of activities and monitoring the quality of provision. It embraces various tasks, such as organising a central induction programme, providing support and guidance and the rigorous, fair and consistent assessment of NQT performance.
**Mentor**

In addition to the NQT Coordinator, who has the responsibility for the formal assessment of NQTs, a Mentor is appointed to provide support on an informal daily basis and through a formal weekly meeting. The Mentor will contribute to the judgements about the NQT’s progress against the Teachers’ Standards.

**Entitlement**

Our induction programme ensures that new teachers are provided with the support and monitoring to fulfil their professional duties and meet the requirements for satisfactory completion of Induction. It builds on their knowledge, skills and achievements in relation to the Teachers’ Standards as achieved during training.

The key aspects of the Induction programme for NQTs at The Marsh Academy are as follows:

- Access to an Induction programme that will commence upon appointment and be reviewed after one year in post.
- Structured visits to the school prior to the NQT taking up the appointment, with time to discuss developments needed and how they will be assisted in making these.
- Help and guidance from the NQT Co-ordinator who holds qualified teacher status, is adequately prepared for the role and will coordinate the induction programme.
- Regular meetings with a mentor and, as needed, meetings with subject coordinators, SENCo etc.
- A programme of observations of experienced colleagues’ teaching.
- A reduction of 10% of the average teacher’s timetable. This time is used for participating in the school’s Induction programme, other professional development activities and meetings with the mentor.
- Regular observation of NQT’s teaching by experienced colleagues (at least once every term).
- Prompt written and verbal feedback on teaching observed, with targets and feedback/advice provided.
- Confronting of any areas of practice or behaviour that may prevent the NQT meeting the Teachers’ Standards in a timely, honest and professional manner.
- Opportunities for further professional development based on agreed targets and identified needs.
- Detailed success criteria for any areas identified as making an NQT at risk of not meeting the Teachers’ Standards.

**Assessment & Quality Assurance.**

The assessment of NQTs will be rigorous and objective.

- The criteria used for formal assessments will be shared in advance.
- Both formative assessment (e.g. lesson observation and target setting) and summative assessment (termly Induction reports) will be used.
- Assessment will draw on views from all teachers who have a part in the NQT’s development in order to gain a reliable overall view.
- Assessment will draw on evidence from planning, work produced by pupils, progress data and relationships with staff, students and parents, as well as formal observations of teaching.
- The NQT Coordinator will ensure that assessment procedures are consistently applied.
- Copies of any records will be passed to the NQT.
- Termly reports will give details of:
  - areas of strength
  - areas requiring development
  - evidence used to inform judgement
  - targets for coming term
  - support to be provided by the school

**At risk procedures**
If any NQT encounters difficulties with meeting the Teachers’ Standards, the following procedures will be put into place:

- An expectation is established that the support provided will enable any weaknesses to be addressed.
- Recorded diagnosis of the exact nature of the problem and advice given on how to redress the problem.
- Agreed, attainable targets for action set for a minimum of 4 weeks, with specific and practical steps outlined for securing an improvement in practice.
- Experienced colleagues will model aspects of good practice so that the NQT can focus attention on particular areas of teaching through observation.
- Early warning of the risk of failure will be given to the NQT and the school’s concerns communicated to Kent without delay.

Where an NQT has continuing difficulties, further support, advice and direction will be given. Areas of concern will be re-defined and clarified and the necessary improvements required clearly set out.

The named LA 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.

**Addressing NQT Concerns**

If an NQT has any concerns about the induction, mentoring and support programme, these should be raised within the academy (Mentor, Coordinator, Principal) in the first instance. Where this does not resolve the issue, the NQT should raise concerns with the named Appropriate Body (AB) contact.

The named AB contact is **Grant Reeves, NQT Induction Manager for Kent**