



# Newly Qualified Teacher Policy

Review: September 2021

## INDEX

1	Aim
2	The NQT Programme
3	The Induction Tutor
4	Observations
5	Observations of Experienced Teachers
6	Other Professional Development Activities
7	Formal Assessment Meetings
8	Induction Assessment Forms and the Final Assessment

## 1. Aim

Newly qualified teachers (NQTs) represent an exciting opportunity but need careful induction if the initial years are to be successful ones. The school ensures that all statutory requirements are met. All staff in school have a role in supporting the teacher new to the profession. Subject leaders, year leaders and members of the senior management team have a particular role in ensuring that expertise and advice is available as necessary. This policy aims to clarify some of the roles and requirements necessary when appointing an NQT.

## 2. The NQT Programme

Each NQT will receive:

- a. support and guidance from an NQT co-ordinator
- b. support and guidance from a designated Induction Tutor, who will have QTS
- c. a timetable which ensure they regularly teach the same class or classes
- d. termly observations of the NQT's teaching and follow-up discussion with prompt and constructive feedback
- e. professional review of progress
- f. observations of experienced teachers
- g. an appropriate NQT CPD programme
- h. other professional development activities.

The NQT is entitled to a reduced timetable. Arrangements will be made to enable 10% of the timetable (as well as 10% for planning, preparation and assessment time) to be kept free. This means that the NQT teaches for no more than 90% of the time that another teacher would be expected to teach. This release time should be protected and allocated at appropriate intervals.

The programme is quality assured by Kirklees Council.

## 3. The Induction Tutor

The induction tutor is responsible for supporting the NQT through overseeing their induction programme, using modelling, coaching and instruction to enable a smooth induction into school and enable early difficulties to be addressed successfully.

Following appointment and prior to the NQT starting, the induction programme for all new teachers will be followed. This details key school policies and some of the key documentation which a new teacher will be introduced to in the early days and also incorporates a longer term plan of action and support. The long term induction programme is focused on the school's approach to pedagogy and behaviour management. In addition to this the induction tutor will need to:

- a. have an initial discussion with the NQT to decide priorities for induction following on from the ITT priorities
- b. carry out regular review discussions — minimum two per half term
- c. collate information to inform the review discussions
- d. have termly formal assessment meetings (have three formal assessment meetings usually one per term)
- e. formally assess the NQT's teaching in at least one formal observation a term and at least two formal learning walks per half term and provide high quality feedback
- f. produce a tailored support programme building on the NQT's CEPD.

- g. Inform the NQT during assessment meetings of the judgements to be recorded on formal assessment record.

#### **4. Observations**

During the induction period each NQT will be formally observed at least once a term by the induction tutor and/or by others as appropriate. The first observation will take place during the first four weeks. The observations will be followed by professional review discussions at which the NQT and induction tutor reviews progress against the NQT's objectives, revise the objectives and action plan if necessary. NQT action plan and initial learning walk feedback uploaded to NQT manager on completion of their first half term.

#### **5. Observations of Experienced Teachers**

The observation of experienced teachers to inform and improve understanding and practice is the right of every NQT. The school will provide NQTs with the opportunity to observe strong teaching, both within and outside their specialist subject area.

#### **6. Other Professional Development Activities**

The NQT will be supported in following up any issues raised as part of the career entry and development profile. Their individual programme will include:

- a. strengths and development priorities
- b. opportunities to discuss leadership with members of school staff.

#### **7. Formal Assessment Meetings**

There will be three formal assessment meetings, one at the end of each term. They will consist of the induction tutor and the NQT. At these meetings the following should be discussed:

- a. written reports from at least one formal observation, two formal learning walks and two review meetings
- b. the NQT's progress
- c. assessment records of pupils for whom the NQT has been responsible
- d. lesson plans, records and evaluations
- e. the NQTs self-assessment and record of professional development.

These meetings will be informed by clear and transparent evidence gathered during the preceding assessment period, and drawn from the NQT's work as a teacher and from their induction programme. After these meetings, formal assessment reports will be completed that clearly show how the NQT is performing against the relevant standards.

The awarding body will be notified as soon as possible if it seems as though an NQT will have difficulty meeting the standards at the end of an assessment period. 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

The governing body should also be kept informed as to the progress of NQTs through feedback in the Standards Committee.

## **8. Induction Assessment Forms and the Final Assessment**

NQTs will be assessed throughout and at the end of the induction period against the induction standards. These include the requirement for NQTs to continue to meet the standards for the award of QTS consistently and with increased professional competence and to progress further in specific areas.

It is the responsibility of the Head to formally notify, using the final assessment form, the LA as to whether the NQT has met the induction standards.

In the case of any complaint about the induction process the NQT should use the usual complaints procedure as outlined by the awarding body.