



Newly Qualified Teacher Induction Policy

St Richard Reynolds Catholic High School

Policy: Newly Qualified Teacher Induction Policy

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Date of next review: As required

1. Aims:

The governing body, Principal and Leadership Team are actively committed to developing all staff within St Richard Reynolds College including Newly Qualified Teachers (NQTs). This policy is concerned with the professional development, training and retention of NQTs who are able to contribute positively to the culture of SRRCC as a learning institution and impact on the wider educational community.

This policy links to our mission “To see the good things of the Lord” and we aim to enable our NQTs to grow and develop with us as our College continues to flourish.

2. Legislation and statutory guidance:

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”.

3. The induction programme:

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. This policy is aware of the development of the new Entry Career Framework which will lead to an extended training period of two years for NQTs which will be compulsory by 2021/22.

The programme is quality assured by the West London Teaching School Alliance (WLTSA) our ‘appropriate body’.

3.1 After appointment before taking up post

St Richard Reynolds College will provide an induction day for all new colleagues including NQTs. This will include an overview of our Catholic ethos, our Teaching and Learning framework, pastoral structures, routines for the start of term and an opportunity to spend time in departments accessing Schemes of Work, half term planning and lessons.

We will have a specific session on this day with the Professional Coordinating Mentor (currently an Associate Assistant Principal) to talk through the programme and also give the opportunity to discuss their areas for development and targets.

We will provide the NQT at this stage with the name of their Subject or Year Team Mentor and an additional “Buddy”, someone who is outside of their department and line management, both of whom they can get in contact with prior to commencing employment with us if they need help at this time.

3.2 After taking up the post

NQTs will have a reduced timetable to allow them to undertake activities in their induction programme, with no more than 90% of the timetable of our existing teachers on the main pay range.

NQTs will follow a structured programme that allows professional development linked to the Teacher Standards and also assists new teachers to become fully embedded and contribute to the life of the College. Bi-weekly meetings will take place with the Subject or Year Team Mentor throughout the year as well as regular tailored training sessions alongside access and involvement with the College wide CPD programme, including completing a Learning Inquiry, an individual piece of research during the year.

4. Roles and responsibilities

4.1 NQT

1. Provide evidence that they have QTS and are eligible to start induction
2. Meet with their Induction Tutor at the start of the programme to discuss and agree priorities and keep these under review
3. Agree with their Induction Tutor how best to use their reduced timetable allowance
4. Provide evidence of their progress against the relevant standards and write up regular Induction Tutor meetings.
5. Participate fully in monitoring and Professional Studies and CPD programmes
6. Participate in observations, learning walks and formal assessment meetings
7. Keep copies of the assessment forms.

4.2 Professional Coordinating Mentor (PCM)

1. Overall monitoring of the NQT progress
2. Standardisation of observation and report judgements against the standards
3. Providing an induction programme for NQTs, including information on Safeguarding
4. Supporting training and development of Induction Tutors
5. Providing and overseeing Professional Studies sessions that cover all the Teacher Standards and input and “deliberate practice” about successful working at SRR College
6. Monitoring and evaluating NQTs, Induction Tutors and the programme.

4.3 Subject or Year Team Mentor

1. Working alongside the AP responsible for timetable, constructing a 90% timetable ensuring the NQT has a representative spread of classes
2. Monitoring day to day progress and awareness of College and Departmental policies
3. Coaching and mentoring the NQT and ensuring at least a bi-weekly meeting is taking place and written up
4. Mid and end of term review meetings and report writing.

4.4 Head of Year/Head of Phase and DSL

1. Monitoring and supporting with Form and pastoral responsibilities, including Safeguarding.

4.5 Principal

1. Check the NQT has been awarded QTS and whether they need to serve an induction period
2. Agree who acts as the AB and alert the AB as to when a NQT is taking up a post
3. Ensuring any posts offered adhere to the statutory guidelines
4. Make the governing body aware of support for NQTs
5. Participate in the ABs quality assurance procedures
6. Keep all relevant documentation, evidence and forms on file for six years.

4.6 Appropriate Body (AB) Induction Coordinator

1. Arrange for QA monitoring visit/s to take place during the year as and when required. This will involve at least one NQT from the College being observed
2. The AB will work with the PCM to ensure early intervention and a programme of support for NQTs where there has been concern raised about said NQT meeting the Teaching Standards.

4.7 Governing Body

1. Ensure the College complies with the statutory guidance and the Principal is fulfilling their responsibility to meet the requirements of this
2. Be satisfied the College has the capacity to support the NQT
3. Investigate concerns raised by the NQT as part of the College's grievance procedure.

Our aim is to support, commend and give a positive direction to the induction period. Much significant advice and help will also be available informally from colleagues generally and many people will give support independently of the formal structure we offer.

5 Monitoring and Evaluation

To be awarded Qualified Teacher Status (QTS) trainee teachers must have met all eight Teaching Standards and those in relation to the areas of personal and professional conduct.

Observations will take place as needed, but at least twice in the first half term and at least once a half term after that.

Informal meetings at each half term and three formal summative assessment meetings will take place with the Subject/Year Team Mentor one at the end of each half term to review the extent to which the NQT is meeting the Teaching Standards, review targets and set new targets in relation to this.

The Subject/Year Team Mentor in consultation with the PCM will complete the NQT Induction Assessment form at the end of each term. (Signed by Principal, PCM and NQT. Copies to NQT, Principal and AB).

In June the Induction Summary Statement will be completed by the Subject Mentor and signed by the Principal and PCM. It will then be sent to the AB to recommend whether the NQT has met the requirements for the satisfactory completion of the induction period.

At the end of the year the induction year will be reviewed and targets set in preparation for the College's Performance Management System.

6. Unsatisfactory Progress

In the event that a NQT is not making satisfactory progress, early action will be taken in order to support and advise the teacher to make any necessary improvements. This will initially be done in informal meetings with the Subject and/ or PCM.

In the event that the NQT continues to make unsatisfactory progress the AB will be informed. The AB will provide advice and support both to the NQT and the College. The Principal will be kept informed of any NQT making unsatisfactory progress and a member of the Leadership Team will observe the teaching of any NQT judged to be at risk of failing.

Where the College recommends that a NQT needs to extend their induction period, or who is failing to meet the standards for the induction period, the AB will be informed immediately of this and relevant forms will be completed.

7. Links to other policies

This policy links to the following policies and procedures:

1. Appraisal
2. Grievance
3. Pay