



ST MICHAEL'S
C of E PRIMARY
HIGHGATE

NQT POLICY

2020-21

Date of Issue	February 2020
Renewal Date	February 2021
Responsible for this policy	Geraldine Gallagher

To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be

NQT Induction

Rationale

We believe our children's future is created every day and is brought to life through our mission to nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be. It is important that new staff are welcomed into the whole school team, helped to establish their role and are enabled to grow and develop as individuals as well as team members. To be supported in gaining knowledge and understanding of the philosophy and ethos of our school and share our core values that drive all decisions and actions which are endurance, forgiveness, koinonia, creation and friendship.

Aims

- To help NQTs build knowledge and skills developed in the training.
- To provide a supportive teaching environment through systematic training and feedback.
- To use coaching and mentoring to develop pedagogy.
- 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 the necessary improvements.

Guidelines

The Headteacher and Governors are responsible for the induction and professional development of all new teachers. The induction tutor is responsible for the day-to-day supervision of the NQT, ensuring appropriate support, reporting and assessment takes place.

Training and support

- The induction tutor will provide pastoral and professional support by providing frequent advice and support, meeting regularly, both formally and informally.
- The tutor will be responsible for monitoring progress and maintaining records of assessment reporting to the local authority termly.
- The NQT will be given the opportunity to attend suitable training.
- The relevant subject leaders will give the necessary information and training to support the new teacher to be properly prepared.

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- Should problems arise with the progress of an NQT which could affect the completion of induction, advice from the Local Authority should be sought as soon as possible and forwarded.
- NQTs are assessed against the teaching standards for the completion of the induction period.
- Appropriate targets should be mutually agreed between the NQT and the tutor in line with school policy.
- The Headteacher will quality assure that all the necessary actions are taking place and the judgements being made are equitable and valid.
- The Headteacher will observe and give written warnings to any NQT at risk of failing to perform satisfactorily against the Teachers' Standards whilst informing the Appropriate Body immediately. Keeping the governing body aware and up to date about induction arrangements and the results of formal assessment meetings.

NQT responsibilities

- Provide evidence that they have QTS and are eligible to start induction
- Meet regularly with their tutor to discuss and agree priorities.
- Agree how best to use their reduced timetable allowance.
- Provide evidence of their progress against the teaching standards.
- Raise any concerns with their tutor as soon as practicable.
- Attend all training provided by the school.
- Seek to improve their own practice with personal research, study and seeking appropriate advice from colleagues and acting on them.

The Governing Body's responsibilities

- Ensure compliance with this guidance.
- Ensure the Headteacher and staff are fulfilling their responsibility to meet the induction process.

Process

- Registration for newly qualified teacher meeting online sent to Haringey through online NQT Manager.
- Bespoke training plan for individual NQTs agreed.
- Weekly meetings with Induction Tutor.
- Half termly formal lesson observations.
- Half termly review meetings and teaching standard assessment /evidence folder review.
- Termly assessment agreed and registered through NQT Manger signed by NQT, Induction Tutor and Headteacher. Termly reports will give details of

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areas of strength and requiring development. Evidence used to inform judgements and targets for coming term.

- Final assessment agreed NQT, Induction Tutor and Headteacher.

At risk procedures

1. If an NQT encounters difficulties with meeting the Teachers' Standards, the following procedures will be put into place:
 - Tutor/mentor and NQT identify the difficulties.
 - New agreed support plans will be developed with specific support outlined for securing an improvement in practice.
 - Early warning of the risk of failure will be given and the school's concerns communicated to the Appropriate Body without delay.
2. Continued concern- the headteacher and the Appropriate Body will support the induction tutor/mentor and NQT in observations and planning an appropriate programme to ensure satisfactory completion of the NQT year and that all steps have been taken to improve the situation
3. Improvement not achieved - despite the additional support, the headteacher, tutor/mentor and Appropriate Body will meet with the NQT to explain their options and provide advice on next steps

The NQT will be made aware of any concerns, at all stages, throughout the induction process

Addressing NQT's Concerns

If an NQT has any concerns about the induction, mentoring and support programme, these should be raised within the school (tutor, mentor, coordinator, headteacher) in the first instance. Where the school does not resolve them the NQT should raise concerns with the named Appropriate Body's 'Named contact'.

This policy is based on and follows the guidance and statutory requirements set out in the 'Statutory guidance on induction for newly qualified teachers (England)'