

## NQT Policy

### **AIM**

The aim of this policy is to ensure that all newly qualified teachers (NQTs) complete the required period of Induction in line with the arrangements stipulated by the Teachers Induction Panel.

The NQT policy is intended to assist new staff at Tring Park to do what they have to do well and provide the support they need to achieve it.

The school follows the current 'Statutory Guidance on the Induction of Newly Qualified Teachers (England)' Revised April 2018.

### **Objectives**

- To put in place the necessary personnel and procedures to ensure that the induction process is completed fairly and rigorously.
- To make a recommendation to Teachers Induction Panel that is based on rigorous and fair assessment, as to whether the NQT has met the induction standards at the end of the induction period.
- To provide adequate support and guidance to teachers entering the profession, to enable them to develop aspects of their practice in order to reach their full potential.

### **STRATEGIES FOR IMPLEMENTATION**

#### **The school**

- Will register the NQT with the Teacher Induction Panel at the start of the first term in which the NQT is employed by the school.
- Will appoint an Induction Tutor for NQTs in both the Junior and Senior Schools. The role of the Induction Tutor is to co-ordinate the induction process, ensure that Teachers Induction Panel procedures are followed and ensure that the NQT receives the necessary support and guidance to meet the Induction Standards by the end of his/her probationary year.
- Will designate an Induction Mentor to work closely with the NQT to support him/her in continuing to meet the Teachers' Standards. The Induction Mentor will normally be a more experienced teacher working within the same phase or department of the school.
- Will provide the NQT with a 10% reduced timetable.
- Will ensure that the NQT's job description does not make unreasonable demands upon him/her; does not demand that s/he teach outside the age.range for which s/he is qualified and ensures that s/he teaches the same classes regularly.
- Will provide the breadth of experience needed to ensure that the NQT meets the induction requirements.
- Will keep the Governors of the school informed about arrangements for induction of NQTs in the school, and whether individual NQTs employed by

the school have satisfactorily completed their induction period.

- Will follow the required procedures for any NQT who may be at risk of failing to complete the induction period satisfactorily. The Principal will observe his/her teaching, and will inform him/her clearly in writing of the consequences of failing to make the necessary improvements. A copy of the termly report will be attached to this notification, and a copy of the notification will be sent to Teachers Induction Panel.

### **The NQT**

- Is required to engage fully with the induction process, identifying strengths and areas for improvement.
- Will work closely with the Induction Tutor to use their Career Entry and Development Profile (CEDP) and/or Action and Development Plan as the basis for their professional development, review and target setting.
- Will make him/herself familiar with the induction standards and ensure that their teaching meets these standards.
- Will keep a record of all professional development, monitoring and assessment.
- Will express any concerns about his/her induction to the Induction Tutor, the Director of Academics, the Principal or to Teachers Induction Panel.

### **The Induction Tutor**

- Will ensure that the appropriate support, monitoring and assessment takes place at appropriate times during the induction year.
- Will negotiate an individual programme of professional development, with clear objectives, based upon the NQT's Career Entry Development Profile where this is available.
- Will provide regular, well founded feedback to the NQT on his/her progress.
- Will arrange, conduct and minute the half-term review meetings with the NQT as part of his/her formative assessment, and the end of term assessment meetings as part of his/her summative assessment.
- Make formal observations of teaching at least twice every term and provide fair, accurate and constructive feedback.
- Maintain a written record of all support, monitoring and assessment that takes place in relation to the induction of each NQT.

### **ASSESSMENT AND REVIEW**

The Governors have been made aware of the contents of the DfE Induction for Newly Qualified Teachers (England) document and the Governor with responsibility for the school's NQTs has read section 5.11 of the Statutory Guidance. The governing body is kept up to date with induction arrangements and the results of formal assessment meetings. The Principal will inform the nominated Governor with responsibility for staff development about NQT progress at the education sub-committee meeting every term.

The Governors and Principal of the school will review these arrangements annually and ensure that the school is fulfilling its responsibilities to provide the necessary monitoring, assessment and support for NQTs. The next review will be in October 2020.

**Resources and links:**

**ISCTip**

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