



LEIGH ST PETER'S CE PRIMARY SCHOOL

Together with God we challenge minds, recognise talents and build dreams

NQT Policy

DATE OF POLICY:	August 2020
REVIEW DATE:	Annually
MEMBER OF STAFF RESPONSIBLE:	Mr. K Robinson (Assistant Headteacher)

Induction for NQTs

All NQTs at Leigh St Peter's CE Primary School follow the DfE statutory guidance for induction (Revised April 2018).

Key points include the following:

- The Induction Tutor (member of SLT) who is accountable to the Headteacher.
- Each NQT is allocated a mentor, normally from within their curriculum or phase area.
- Training is given by Mr. Robinson (KR) to mentors who are new to the role to ensure the highest standards of support for NQTs.
- The mentor will meet with the NQT on a weekly basis and all meetings are minuted.
- These meetings are steered by the professional development needs of the NQT.
- All NQTs receive a 10% reduction in their teaching commitment and this extra time is used in a range of ways, for example, observations of experienced colleagues, visits to other schools where effective practice has been identified, shadowing the work of pastoral staff.
- There is a formal review of progress in each half term in the mentor meetings; these reviews are informed by evidence of the NQT's teaching and from evidence as collated against the 8 Teacher Standards.
- Each NQT will have at least one formal observation each half term and in most half terms more than one, as a result of observations from SLT and their mentor.
- Constructive verbal and written feedback is given as soon as possible after an observation and certainly no later than 48 hours.
- Three formal assessments take place over the course of the year (assuming Induction is a three term process – see (i) below) and these meetings should be informed by evidence gathered during the preceding assessment period, from the NQT's work as a teacher and from the induction programme.
- NQTs should be kept up-to-date on their progress and there should be no surprises in any of these meetings.
- The final assessment meeting is at the end of the induction period and it forms the basis of the Headteacher's recommendation to the Appropriate Body as to whether the NQT's performance against the relevant standards is satisfactory, unsatisfactory, or whether an extension should be considered.
- As part of their CPD all NQTs will attend an in-house CPD programme on key aspects relating to teaching & learning.
- All NQTs have a well-being interview with KR between November and January and then early in the summer term

Exceptions to a three term induction programme include:

- if agreed by the Appropriate Body and the Headteacher based on previous significant teaching experience, for example, an NQT who followed an Assessment Only ITT route.
- if the induction period needs to be extended as a result of absences which total more than 30 days.
- if there is insufficient evidence on which a decision can be based, or where it would be unreasonable to expect the NQT to have demonstrated satisfactory performance against the standards for other reasons, which may include – personal crises, illness, disability, issues around support during induction.