



# **HILBRE HIGH SCHOOL HUMANITIES COLLEGE**

## **NQT (NEWLY QUALIFIED TEACHER) POLICY**

Author:  
Name of Committee approved:  
Date ratified at Full Trustees:  
Date to be reviewed:

Laura Critchley - NQT Induction Tutor  
Full  
January 2022

## **Rationale:**

The first year of teaching is not only very demanding but also of critical significance in the professional development of the new teacher. It is vital new teachers get a good start to their teaching careers through appropriate transitional support. Our school's induction process is aimed at ensuring a smooth transition from training into the teaching profession through appropriate guidance, support and challenge. Our NQT Induction programme will enable NQTs to establish a secure foundation upon which a successful teaching career can be built.

## **Purposes:**

Our school's induction process has been designed to meet statutory requirements and make a significant contribution to both the professional and personal development of NQTs, providing support, which should enable them to develop competence in the Teachers' Standards and make a valuable contribution to our school. Specifically, we aim to:

- provide support to meet the generic needs of all NQTs and specific needs of individual NQTs;
- provide individualised support through high quality mentoring;
- provide NQTs with examples of good classroom practice;
- help NQTs form productive relationships with all members of the school community and stakeholders;
- encourage reflection on their own and observed practice;
- provide opportunities to recognise and celebrate success;
- act quickly to help NQTs address any areas of concern;
- provide a foundation for longer-term professional development;
- ensure a smooth transition to prepare to help NQTs meet all the core standards.

The whole staff will be kept informed of the school Induction policy and encouraged to participate, wherever possible, in its implementation and development. This policy reflects a structured whole school approach to teacher induction and recognises that the quality and commitment of the people who supervise the induction is a crucial factor in its continued success.

## **Roles and Responsibilities:**

### ***The Board of Trustees***

The Board of Trustees will be fully aware of the law which sets out the school's responsibility to provide the necessary monitoring, support and assessment for NQTs. Careful consideration is given, prior to any decision to appoint an NQT, whether the school currently has the capacity to fulfil all its obligations. The Board of Trustees will be kept aware and up to date about induction arrangements and the progress of NQTs through the Headteacher's report and/or direct contact with the NQT Induction Tutor in school.

The school's current Induction Tutor is **Laura Critchley**.

### ***The Headteacher***

The Headteacher at Hilbre plays a significant role in the process of inducting new colleagues to the profession. While responsibility for the implementation of the induction programme has been delegated to the Induction Tutor, the Headteacher's statutory responsibilities are:

- ensuring an appropriate induction programme and support are in place;
- recommending to the appropriate body (NQT Manager) whether an NQT has met the requirements for satisfactory completion of the induction period.

In reality, many of the tasks associated with the above will be carried out by the Induction Tutor but the Headteacher will make the final recommendation to the NQT Manager. In addition to the statutory requirements, the Headteacher (or appropriate SLT member) will:

- observe and give written warnings to any NQT at risk of failing to meet the Standards;
- keep the Board of Trustees aware and up to date about induction arrangements and NQT progress.

### ***Induction Tutor***

The principal requirement for the NQT Induction Tutor is to be responsible for the overall management of initiating NQTs into the teaching profession and into Hilbre's systems and structures. It entails not only a coordination role but also keeping records of activities and monitoring the quality of provision. It embraces various tasks, such as organising a central induction programme, providing support and guidance and the rigorous, fair and consistent assessment of NQT performance.

In addition to coordinating the formal assessment of the NQTs, the Induction Tutor will provide support through a formal fortnightly timetabled slot.

### ***Subject Mentor***

The Subject Mentor (usually the Progress Leader or Progress Coordinator) will provide informal support on a daily basis, will carry out two joint observations with the Induction Tutor and will contribute to the judgements about the progress against the Teachers' Standards.

### **Entitlement:**

Our induction programme ensures that new teachers are provided with the support and monitoring to help them fulfil their professional duties and meet the requirements for satisfactory completion of induction. It builds on their knowledge, skills and achievements in relation to the Teachers' Standards as achieved during training.

The key aspects of the Induction programme for NQTs at Hilbre are as follows:

- access to an induction programme that will commence upon appointment and be reviewed after one year in post;
- structured visits to the school prior to taking up appointment with time to discuss developments needed and how they will be assisted in making these;
- help and guidance from an Induction Tutor who is adequately prepared for the role and will coordinate the induction programme;
- regular meetings with a mentor and, as needed, meetings with subject coordinators, SENCo, etc;
- a programme of observations of experienced colleagues teaching;
- a reduction of 10% of the average teacher's workload (in addition to PPA time). This time is used for participating in the schools induction programme and/or meetings with the mentor;
- regular observation of NQT's teaching by experienced colleagues (at least once every half term and to include two joint observations with Progress Leader or Progress Coordinator);
- two video observations and reflections to be completed by the NQT;
- prompt written, as well as oral, feedback on teaching observed with targets and advice, as necessary;
- challenging any areas of practice or behaviour that may prevent the NQT meeting the Teachers' Standards in a timely, honest and professional manner;
- opportunities for further professional development based on agreed targets and identified needs;

- detailed success criteria for any areas identified as making an NQT at risk of not meeting the Standards.

### **Assessment and Quality Assurance:**

The assessment of NQTs will be rigorous and objective.

- The criteria used for formal assessments will be shared and agreed in advance;
- both formative assessment (eg. lesson observation and target setting) and summative assessment (termly induction reports) will be used;
- assessment will draw on views from all teachers who have a part in the NQTs development in order to gain a reliable overall view;
- assessment will draw on evidence from planning, work produced by students, progress data and relationships with staff, students and parents/carers as well as formal observations of teaching;
- the Induction Tutor will ensure that assessment procedures are consistently applied;
- copies of any records will be passed to the NQT concerned;
- termly reports will give details of:
  - areas of strength;
  - areas requiring development;
  - evidence used to inform judgement;
  - targets for coming term;
  - support to be provided by the school.

### **At risk procedures:**

If any NQT encounters difficulties with meeting the Teachers' Standards, the following procedures will be put into place:

- an expectation is established that the support provided will enable any weaknesses to be addressed;
- recorded diagnosis of the exact nature of the problem and advice given on how to redress the problem;
- agreed, attainable targets for action with specific and practical steps outlined for securing an improvement in practice;
- experienced colleagues will model aspects of good practice so that the NQT can focus attention on particular areas of teaching through observation;
- early warning of the risk of failure will be given and the school's concerns communicated to NQT Manager without delay.

Where an NQT has continuing difficulties further support, advice and direction will be given. Areas of concern will be re-defined and clarified and the necessary improvements required clearly set out.

The named NQT Manager contact will be informed as soon as it becomes clear an NQT is at risk of not meeting one or more of the Standards.

### **Addressing NQT concerns:**

If an NQT has any concerns about the induction, mentoring and support programme, these should be raised within the school (Mentor, Induction Tutor or Headteacher) in the first instance. Where the school does not resolve them, the NQT should raise concerns with the named NQT Manager contact.

The named NQT Manager contact is **Susan Clay**.

This policy was agreed and adopted in February 2021 and will be reviewed annually:

- as part of the school's development cycle by January 2022;
- prior to this date should there be any changes to statutory requirements.