

St Joseph's Catholic Primary School, Malmesbury

NQT Policy



“Walking in the footsteps of Jesus, loving and serving together”

Purpose

This policy outlines how the school complies with the statutory guidance for the induction of Newly Qualified Teachers (NQTs), Sections 135A, 135B and 141C(1)(b), of the Education Act 2002, and associated Education Regulations (Induction Arrangements for School Teachers) (England) 2012.

Review

The policy should be updated annually by the Governing Body, who should be aware of their responsibilities within section 5.11 of the statutory guidance.

Appointment of an Appropriate Body for NQT Induction

Prior to commencing employment, the School has appointed Wiltshire Council as the appropriate body to oversee the induction of NQTs.

The post

Prior to advertising a post, the HT shall decide if it is a suitable post for the induction of NQTs and mark the advertisement appropriately. To be suitable the school must be able to provide:

- An additional 10% of non-contact time
- An experienced teacher with QTS to act as induction tutor
- A post where the teacher regularly plans for the needs of the same class, or classes
- A contract that is at least 65 days in length

The Governing Body should also consider if the school has the capacity to support an NQT, bearing in mind:

- The experience and expertise of the rest of the teaching staff
- The fact that an NQT should not ideally mentor students, lead subjects or undertake significant numbers of additional duties.

Prior to the contract commencing, the HT should give consideration as to the class/classes to be taught, ensuring that they are not unreasonably demanding for the setting.



Personalised programme

The school believes in investing in its staff and consequently aims to provide a personalised support package, which considers the developmental needs of the NQT agreed at the end of Initial Teacher Training (ITT).

This programme should include:

- The opportunity to observe high quality teaching within the school and within other local schools
- Regular meetings with a suitably trained induction tutor to discuss emerging issues such as planning, marking and behaviour management
- A commitment to provide the opportunity to attend some external CPD
- The opportunity to discuss key issues with colleagues, especially curriculum leaders, SENCOs and those responsible for pastoral care
- Being observed by their induction tutor each Wiltshire term, being given written feedback and having the opportunity to discuss the lesson in a supportive environment
- A supportive action plan that is reviewed each Wiltshire term where no more than 4 next steps are identified
- A formal assessment against the Teacher Standards each seasonal term (or 65 contracted days in the case of a part-time contract).

Legal duties

The school will:

- Ensure the NQT is aware of the named contact for NQT Induction at Wiltshire Council – For the academic year 2020-21 this is Jane Margetts.
- Retain signed copies of the registration form and completed assessment securely for 6 years. If an NQT leaves during, or at the end of, their induction year they will be given copies of their assessments.
- share general reports on the progress of an NQT on a termly basis with the governing body but is not automatically entitled to have access to an individual's assessment forms. The exception to this would be when an NQT has raised concerns about a particular issue/assessment via the grievance procedures
- Ensure that it meets the legal requirements detailed within the statutory NQT induction guidance. Sections 5.3-5.6 and 5.11

If the NQTs performance is a concern, the school is committed to:

- Providing additional resources to support them
- Informing the appropriate body immediately if their they feel their NQT is not on track to pass induction



- Working with the NQT and appropriate body to provide action plans that cover a 20-day period detailing what the NQT needs to do to improve and how the school will support him or her. These action plans will be reviewed systematically with a cycle of support and review continuing until the end of the academic year.

Arrangements for monitoring, evaluation and review

Responsible committee for monitoring & evaluation:	Learning and Standards
Policy reviewed by:	Learning and Standards
Policy review & approval date:	January 2021
Next review date:	September 2021