



West Melton Primary School

Induction Policy for Newly Qualified Teachers

Statement of Induction

The quality of induction for newly qualified teachers is a fundamental duty of the Head teacher and senior staff. The right start to the teaching profession is crucial. This policy states the responsibilities of both the NQT and SLT in ensuring this.

Before taking up the post:

- Time with previous class teacher to share information
- Information on any key SEND pupils
- Time with the class to meet the children
- Assessment information about the children
- School policies will be provided – Teaching & Learning, SEND, Behaviour, Marking & Feedback, Assessment
- Non-negotiables to be shared
- PPA & NQT time arrangements
- Information around planning, formats and support to begin to do this
- Term dates
- Laptop and I-Pad to be issued

Week 1

- Mentor to meet at the end of the first day to discuss how it went and plans for following day
- Review meeting to look at career entry profile and set three objectives/targets
- Plan of specific support to be drawn up which may include: shared teaching, shared planning, observation of other teachers, training through staff meetings, attendance at external courses, verbal and written feedback from observations and drop ins, independent reading and research
- Discuss how classroom is organised and displays (include learning walls)
- Set dates for formal observations

NQT time

Part of NQT time every week will be spent following up on things raised at Staff meeting with mentor. Planning will be checked and discussed.

Other areas to be focused on :

- Time management
- Supporting SEND children – differentiation and “stuck” pupils - planning/running interventions
- Effective planning (schemes of work)
- Assessment and expectations
- Target setting – PAM meetings
- Parents evenings & working with parents
- NQT to keep a log of meetings identifying key points

Each term

- Early lesson observation (end of week 2?) - **Term 1 only**
- 2x Formal lesson observation (end of each half term)
- TOAP to be kept by SLT including monitoring of planning, book scrutiny, pupil voice, weekly drop ins
- Objectives set and reviewed to set new targets for NQT
- Report written by Induction mentor and shared with Head teacher and governors

Roles and Responsibilities

NQT

- Keeps weekly log
- Follows school policies
- Attends NQT training

Induction Mentor

- Provides weekly support and training
- Ensure NQT is registered with LA
- Provide regular clear feedback on areas for improvement
- Ensure NQT has up to date relevant action plan
- Support NQT professional reflections and evaluation of their practice
- Take prompt and appropriate action where an NQT is experiencing difficulties

Head teacher

- Oversees school's induction programme, ensuring compliance with national guidance
- Implementation of school's policy on induction
- Appointment, training and support for induction tutors
- Report termly to governors on induction
- Ensure effective management and recording of the induction process
- Moderate and endorse judgements on qualification
- Oversee management of the monitoring and support of a teacher at risk of failing to meet the standards