

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

Approved by Governing Body: December 2019

To be reviewed by: December 2022

POLICY FOR THE INDUCTION OF NEWLY QUALIFIED TEACHERS (NQTs)

This policy is based on that devised by the NQT Induction Team at Kent County Council (September 2019)

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 programme 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 our NQTs to establish a secure foundation upon which a successful teaching career can be built.

Purposes

Our school's NQT induction programme 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 the 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 from teacher training, to help NQTs meet all the teachers' standards,

The whole staff will be kept informed of the school's NQT 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 Governing Body - The Governing Body 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, as to whether the school currently has the capacity to fulfil all of its obligations. The Governing Body will be kept aware and up to date about induction arrangements and the progress of NQTs, through the Head Teacher's report and/or direct contact with the NQT Coordinator in school.

The school's NQT/ Induction Tutor is Rebecca Mitchell

The Headteacher - The Headteacher plays a significant and leading 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 coordinator, the Headteacher will ensure each NQT is observed' at least once each term. Statutory responsibilities are:

- ensuring an appropriate induction programme and support are in place
- recommending to the appropriate body (Kent) 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 NQT/ Induction Tutor but the Headteacher will make the final recommendation to Kent. In addition to the statutory requirements, the Headteacher will:

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

NQT/ 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 the systems and structures at TWGGS. 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 through regular meetings, and the rigorous, fair and consistent assessment of NQT performance.

Mentor - In addition to the NQT/ Induction Tutor, who has the responsibility for the formal assessment of NQTs, a Mentor is appointed to provide support on an informal daily basis and through a formal regular slot. The Mentor will contribute to the judgements about the NQT's progress against the Teachers' Standards.

Entitlement

TWGGS' 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 TWGGS are as follows:

- Access to an Induction programme that will commence upon appointment and be reviewed after one year in post.
- Structured visit(s) to the school prior to the NQT taking up the appointment, with time to discuss developments needed and how they will be assisted in making these.
- Help and guidance from the NQT/ Induction Tutor who holds qualified teacher status, 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 school's Induction programme, other professional development activities and meetings with the mentor.
- Regular observation of NQT's teaching by experienced colleagues (at least once every half term).
- Prompt written as well as oral feedback on teaching observed, with targets and feedback/advice provided.
- Confronting of 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 Teachers' Standards.

Assessment & 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 (e.g. 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 NQT's development in order to gain a reliable overall view.
- Assessment will draw on evidence from planning, work produced by pupils, progress data and relationships with staff, students and parents, as well as formal observations of teaching.
- The Coordinator 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 set for a minimum of 4 weeks, 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 to the NQT and the school's concerns communicated to Kent 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 LA contact will be informed as soon as it becomes clear an NQT is at risk of not meeting one or more of the Teachers' 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, NQT/ Induction Tutor, Headteacher) in the first instance. Where the school does not resolve them, the NQT should raise concerns with the named Appropriate Body (AB) contact.

The named AB contact is Grant Reeves, NQT Induction Manager for Kent



New Staff Development & Induction Sessions 2019- 2020

- If you are an NQT or School Direct trainee, you **must attend** all sessions.
(Please let Becca Mitchell know in advance if you are unable to attend)
- If you are new to TWGGS but not NQT or School Direct then some sessions are compulsory training (indicated by a Y), but most are optional and you are free to attend as many as you like!

Month	Date	Duration	Time	Topic	Session Leader	Where	Compulsory to non trainee or NQT?
September							
	Monday 2 nd	45 mins	11.45am	Child Protection	JLP	H6	Y
	Monday 9 th	40 mins	12.45pm	Role of the Form Tutor	REM	G15 – bring lunch	
	Thursday 12 th	2hrs	4-6pm	Twilight INSET 1 – Appraisal/dept time	Departments	Departments	Y
	Tuesday 17 th	25 mins	1.05pm	Role of Support Staff	LSS + HR	LSS Office	
	Thursday 19 th	2hrs	4-6pm	Twilight INSET 2 - Appraisal/dept time	Departments	Departments	Y
	Thursday 26 th	40 mins	12.45pm	Using SIMS	JIC	G15 – bring lunch	Y
October							
	Thursday 3 rd	2hrs	4-6pm	Twilight INSET 3 – Teaching and Learning Workshop 1			Y
	Monday 7 th	40 mins	12.45pm	Managing Workload and Work/Life balance	REM	G15 – bring lunch	
	Monday 14 th	40 mins	12.45pm	Assessment, Marking & Feedback at TWGGS	JIC	G15 – bring lunch	Y
	TBC	2hrs	4-6pm	Kent County Council NQT Welcome Event	KCC	PAC	NQT ONLY
	Thursday 17 th	2hrs	4-6pm	Twilight INSET 4 - Safeguarding	JLP		Y
November							
	Monday 11 th	40 mins	12.45pm	Extra-curricular Opportunities	REM	G15 – bring lunch	
	Thursday 14 th	2hrs	4-6pm	Twilight INSET 5 – Department Development Time			Y
	Wednesday 20 th	40 mins	12.45pm	Writing subject reports	REM	G15 – bring lunch	Y

	Tuesday 26 th	40 mins	12.45pm	Using Aim High	IAP	G13	Y
December							
	Wednesday 4 th	40 mins	12.45pm	Disadvantaged learners and SEND at TWGGS	REM	G15 – bring lunch	
	Thursday 5 th	2hrs	4-6pm	Twilight INSET 6 - Teaching and Learning Workshop 2			Y
	Tuesday 10 th	40 mins	12.45pm	Differentiation with focus on G&T	SPB	C13 – bring lunch	
January							
	Tuesday 7 th	1hr 15 mins	3.45pm	Educational Visits	RIS	G7	Y
	Wednesday 29 th	40 mins	12.45pm	Tutor Report procedure	REM	G15 – bring lunch	Y
February							
	Thursday 27 th	2hrs	4-6pm	Twilight INSET 7 - Department Development Time			Y
May							
	Thursday 14 th	2hrs	4-6pm	Twilight INSET 8 – Assessment focus	JIC		Y
June							
	Tuesday 23 rd	40 mins	12.45pm	Introduction to Appraisal	RIS	TBC	NQT ONLY
	Thursday 18 th	2hrs	4-6pm	Twilight INSET 9 – Department time and EPQ marking			Y
July							
	Thursday 2 nd	2hrs	4-6pm	Twilight INSET 10 - Teaching and Learning Workshop Feedback			Y

- For lunchtime sessions, feel free to bring your lunch and a drink with you