

NQT  
**Induction Policy**

Signed: A.P. Taylor Date: 01/12/2016  
Chair of Governors

Signed: [Signature] Date: 01/12/2016  
Headteacher

Date to be reviewed: Autumn 2019

# Thomas Gray Primary School

## NQT Induction Policy

### Rationale

It has been a requirement since September 2011 that all NQTs must have satisfied the Teacher standards in order to gain registration as a qualified teacher from the National College of Teaching and Leadership.

The school will provide each NQT with an appropriate guidance, support and assessment programme. All members of the school staff are encouraged to support the NQT induction programme.

### Purposes

1. To provide a detailed induction programme that meets the needs of the NQT starting with the areas of development outlined in the Career Entry and Development Profile.
2. To ensure that the NQT is aware of the day-to-day routines of the teaching and pastoral systems of the school.
3. To ensure that the NQT receives appropriate support and guidance to help them meet the Teacher Standards from the identified mentor or mentors.
4. To monitor progress of the NQT on a regular basis against the Teacher Standards.
5. To ensure that the NQT receives formal advice with regard to professional and career development.

### Management

The school has an induction programme, which is delivered throughout the academic year. It is the responsibility of the Head Teacher (or nominated member of the Senior Leadership Team) to ensure the programme is formally monitored.

### Implementation

The school utilises the guidelines provided in the 'Handbook for NQT Induction Tutors and Mentors'.

The school provides a staff handbook outlining day-to-day routines and policies of the school.

A programme of meetings and training events are negotiated with the NQT at an initial meeting at the start of the NQTs' first term in the school. Reference is made to the Career Entry and Development Profile at this point to provide a programme of support

appropriate to the needs of individual NQTs. A copy of this programme is sent to the Appropriate Body.

Regular meetings are held with the NQT during the Induction year. Each term progress is assessed and recorded.

Lesson observation will take place with reference to the Teacher Standards. NQTs will receive written feedback provided by the Induction Tutor/Mentor in the school and an Adviser if appropriate.

As part of the Appropriate Body programme of Quality Assurance it is expected that personnel from the Appropriate Body will observe a sample of 10% of NQTs in an academic year.

It is expected that in addition to school recorded lesson observations, that evidence is collected to support the Termly review of each NQT. A copy of this is produced for the NCTL and the Appropriate Body and informs the process which determines whether the NQT is meeting the Teacher Standards and therefore likely to satisfactorily complete Induction. These must be submitted to the Appropriate Body at the end of each Induction term.

All NQTs are entitled to a 10% reduction of teaching time in order to complete the induction programme, prepare lessons and observe experienced colleagues teaching. This is in addition to the guarantee for all teachers of 10% preparation, planning and administration time (PPA).