



Woolwich Polytechnic  
**School for Boys**



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**School for Girls**

## PolyMAT

# INDUCTION OF NEWLY QUALIFIED TEACHERS (NQTs) POLICY

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Approved:

Due for renewal: November 2020

## About this procedure

This policy outlines the arrangements PolyMAT has in place for the induction period of an NQT.

The induction period provides a bridge between initial teacher training and a career in teaching. This first twelve months of teaching are not only very demanding but also of considerable significance in the professional development of the new teacher.

PolyMAT's induction process aims to ensure that the appropriate guidance, support and training are provided through a structured but flexible individual programme and enable each NQT to form a secure foundation to become an effective and successful teacher.

PolyMAT shall have regard to the DfEs 'Statutory guidance on induction for newly qualified teachers (England)' throughout the induction period of NQTs.

This policy applies to employees only. It does not form part of your contract of employment and PolyMAT may amend it at any time.

## General principles

The induction process is designed to enable NQTs to gain personal and professional development for their career in teaching moving forward. PolyMAT's aim through the induction period is:

- to provide an induction programme appropriate to the individual needs of the NQTs;
- to provide appropriate support to the NQT through the role of an identified mentor;
- to provide NQTs with examples of good practice including observation of experienced teachers with effective practice;
- to help NQTs form good relationships with all members of the PolyMAT community;
- to help NQTs become aware of PolyMAT's role in the local community;
- to encourage the NQTs reflection on their own and observed practice;
- to provide opportunities to identify areas for development;

- to help NQTs to develop an overview of a teacher's roles and responsibilities; and
- to help NQTs perform satisfactorily against the Teachers' Standards.

## **Roles and Responsibilities**

### **The Governing Body**

The governing body will be fully aware of the contents of the DfE's Statutory guidance on Induction for Newly Qualified Teachers (England). This document sets out PolyMAT's responsibilities towards an NQT during their induction period.

The Governing Body must also be satisfied that the Academy has the capacity to support the NQT and that the Headteacher is fulfilling their responsibilities.

### **The Headteacher**

The Headteacher delegates responsibility to a Deputy Headteacher, who plays a key role during the induction period of an NQT. Along with the appropriate body, the Deputy Headteacher is responsible for the monitoring, support and assessment of the NQT during induction. Responsibilities also include:

- ensuring necessary checks are carried out on the NQT prior to induction;
- ensure the post is suitable for induction;
- notifying the appropriate body in advance of the NQT taking up post;
- ensuring an appropriate induction programme is set up to help the NQT meet the Teachers' Standards;
- ensuring the NQT has a reduced timetable;
- ensuring an appropriate induction tutor is appointed;
- ensuring the NQT's progress is reviewed regularly including termly assessments;
- keeping the governing body aware and up to date about induction arrangements and the results of formal assessment meetings;
- warning an NQT at risk of failing to perform satisfactorily against the Teachers' Standards and informing the Appropriate Body immediately; and
- making the recommendation about whether the NQT's performance against the Teachers' Standards is satisfactory.

## **Induction Tutor**

The Deputy Headteacher will appoint an induction tutor who has QTS and the time, skills and experience to carry out the role effectively and meet the needs of the NQT.

The key responsibilities of the Induction Tutor include:

- responsibility for the overall management of initiating NQTs into the teaching profession and PolyMAT's systems and structures;
- providing day-to-day monitoring and support;
- observing the NQT's teaching at regular intervals (this may be carried out by another suitable person holding QTS) and giving feedback;
- holding regular professional reviews of progress;
- identifying any development needs;
- reviewing and revising objectives;
- carrying out formal assessments (alternatively, this may be done by the Deputy Headteacher);
- ensuring NQTs are aware of how they can raise any concerns about their induction programme or their personal progress; and
- taking prompt, appropriate action if an NQT appears to be having difficulties.

## **Mentor**

In addition to the induction tutor, who has the responsibility for the formal assessment of the NQT, a mentor may be appointed to provide on-going support on a daily basis. The mentor will contribute to the judgements about the performance against the Teachers' Standards.

## **The Appropriate Body**

The Appropriate Body has responsibility for (among other things):

- agreeing the post is suitable for the NQT to serve his/her induction period;
- informing the Teaching Regulation Agency of an NQT starting induction or taking up a post to continue induction and the outcome of their induction period;
- providing the NQT with a named contact with whom they may raise any concerns about their induction;

- ensuring that the supervision and training of the NQT meets their development needs; and
- determining the length of the induction period.

## **The NQT**

The NQT has a key part to play in his/her own induction, including:

- providing the requisite evidence that they have QTS and are eligible to start induction;
- meeting with their induction tutor to discuss and agree priorities for their induction programme and keeping these under review;
- agreeing with their induction tutor how best to use their reduced timetable allowance;
- providing evidence of their progress against the relevant standards;
- participating fully in the agreed monitoring and development programme including classroom observations, progress reviews and formal assessment meetings; and
- raising any concerns with their induction tutor as soon as practicable.

## **Performance Concerns**

If any NQT encounters difficulties in their performance against the Teachers' Standards, the Academy will identify the nature of the concern and discuss this with the NQT as early as possible. PolyMAT will give advice on how to redress the problem which will include providing additional support to enable any weaknesses to be addressed and agreeing attainable targets for action with specific and practical steps outlined for securing an improvement in practice. PolyMAT will inform the NQT of the risk of failure and communicate its concerns to the Appropriate Body 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 NQT will be made aware of any concerns, at all stages, throughout the induction process.

## **Addressing Concerns**

As an NQT has only one chance to complete statutory induction, PolyMAT will raise any concerns it has about the NQTs performance as early as practicable. In addition, PolyMAT encourages NQTs to raise any concerns they have about their induction period with their induction tutor as early as possible.

If this has not resolved the issues and the NQT still has concerns, they should raise them with the named person at the Appropriate Body, given to the NQT upon registration.