



# The MAST Academy Trust

<b>Policy</b>	NQT Policy	
<b>Owner</b> (Master Policy only)	Melanie Humphreys – The Mast Executive Administrator	
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<b>Approver</b>	Trust Board Standards and Effectiveness Committee	

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<b>Next review due</b>	Spring Term 2022
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## Objective of Policy

This policy is based on and follows the guidance and statutory requirements set out in <http://www.education.gov.uk/b0066959/nqt-induction> - 'Statutory guidance on induction for newly qualified teachers (England)'.

*An impact assessment if undertaken annually on all staffing policies to ensure that no groups or individuals with protected characteristics are unintentionally disadvantaged by the policy or practice.*

Version Control	
Version Number	Summary of amends from previous version
1.0	Development of policy
2.0	Annual review; addition of appendix B

Sign off requirements	
Approvers	Position
Standards and Effectiveness Committee	Trust Board
Reviewers	Position
Natasha Greenough	CEO The MAST
Nichola Thorpe	Trustee

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## 1.0 Rationale

The first twelve months of teaching are not only very demanding but also of considerable significance in the professional development of the new teacher. The Mast Academy Trust induction process ensures that the appropriate guidance, support, training to include the development of skills, knowledge, expectations and observations are provided through a structured but flexible individual programme.

This programme will enable an NQT to form a secure foundation upon which a successful teaching career, fulfilling their professional duties, can be built.

## 2.0 Purposes

The Mast Academy Trust induction process has been designed to make a significant contribution to both the professional and personal development of NQTs. The purposes of induction include:

- to provide programmes appropriate to the individual needs of the NQTs;
- to provide appropriate counselling and support through the role of an identified mentor;
- to provide NQTs with examples of good practice;
- to help NQTs form good relationships with all members of the school community and stakeholders;
- to help NQTs become aware of the school's role in the local community;
- to encourage reflection on their own and observed practice;
- to provide opportunities to recognise and celebrate good practice;
- to provide opportunities to identify areas for development;
- to help NQTs to develop an overview of a teacher's roles and responsibilities;
- to provide a foundation for longer-term professional development;
- to help NQTs perform satisfactorily against the Teachers' Standards.

The whole staff will be kept informed of the induction policy and encouraged to participate, wherever possible, in its implementation and development.

This policy reflects a structured whole Mast academy Trust 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.

## 3.0 Roles and Responsibilities

### The Governing Bodies

The school's governing body will be fully aware of the contents of the DfE's Statutory guidance on induction for newly qualified teachers (England)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/696428/Statutory\\_Induction\\_Guidance\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/696428/Statutory_Induction_Guidance_2018.pdf)

This sets out the school's responsibility to provide the necessary monitoring, support and assessments for NQTs. Careful consideration is given, prior to any decision to appoint an NQT, whether the school currently has the capacity to fulfil all its obligations. The governing body will be kept aware and up to date about induction arrangements

and the results of formal assessment meetings.

The school's Induction Tutor is \_\_\_\_\_.

The Governor with responsibility for NQTs is \_\_\_\_\_.

### The Headteacher

The headteacher at in every school 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 an induction tutor, the headteacher will also observe each NQT at least once each term. Statutory responsibilities are:

- ensuring an appropriate induction programme is set up;
- recommending to the Appropriate Body whether or not an NQT has performed satisfactorily against the Teachers' Standards for the completion of induction.

While the headteacher may not delegate these responsibilities, many of the associated tasks will be carried out by an induction tutor or other suitably experienced colleagues. In addition to the statutory requirements the head teacher will:

- observe and give written warnings to an NQT at risk of failing to perform satisfactorily against the Teachers' Standards whilst informing the Appropriate Body immediately;
- keep the governing body aware and up to date about induction arrangements and the results of formal assessment meetings.

### Induction Tutor

The principle requirement for the NQT induction tutor is to be responsible for the overall management of initiating NQTs into the teaching profession and into our school's systems and structures. It entails not only a coordination role but also keeping records of activities and monitoring the quality assurance of provision. It embraces various tasks, such as organising a central induction programme, opportunities to participate in additional support, e.g. Professional Study Groups, providing support and guidance and the rigorous but fair assessment of NQT performance.

### Mentor

In addition to the induction tutor, who has the responsibility for the formal assessment of the NQT, a mentor is appointed to provide on-going support on a daily basis. The mentor will contribute to the judgements about the performance against the Teachers' Standards. (These two roles may be undertaken by the same person in smaller schools)

## **4.0 Entitlement**

The Newly Qualified Teacher should be proactive in his/her own career development. However, our induction programme ensures that new teachers are provided with 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 standards for the award for qualified teacher status (QTS). The key aspects of the induction programme for NQTs are as follows:

- Access to an induction programme that will commence upon appointment and be formally reviewed on a termly basis.
- Structured visits will be made to the school, prior to taking up appointment, with time to discuss the Career Entry and Development Profile, developments needed and how they will be assisted in making these.
- Help and guidance from an induction tutor who is adequately prepared for the role and will coordinate the induction programme.
- Regular meetings with mentor, senior managers, subject coordinators and other key staff where appropriate.
- Time and regular opportunities to meet with other NQTs and teachers who have recently completed their induction programme.
- Observe experienced colleagues teaching.
- A reduction of 10% of the average teacher's workload. This time is used for participating in the school's induction programme and is in addition to the statutory 10% non-contact time already allocated to teachers.
- Have teaching observed by experience colleagues on a regular basis.
- To receive prompt written as well as oral feedback on the teaching observed and to receive advice with regard to development and target setting as appropriate.
- Opportunities for further professional development based on agreed targets.

## **5.0 Lesson observation, reviewing and target setting**

These will be followed and completed in accordance with the DfE's guidelines on NQT induction.

## **6.0 Assessment & Quality Assurance**

The assessment of NQTs will be rigorous but also objective:

- The criteria used for formal assessments will be shared and agreed in advance.
- Formative assessment (e.g. lesson observation, target setting, pupil progress) and summative assessment (termly induction reports) will be used.
- Responsibility for assessment will involve all teachers who have a part in the NQT's development in order to gain a reliable overall view.

- Opportunities will be created for NQTs to gain experience and expertise in self-evaluation.
- The induction tutor will ensure that assessment procedures are consistently applied.
- Copies of any records will be passed to the NQT concerned.
- Termly assessment reports will give details of:
  - areas of strength
  - areas requiring development
  - evidence used to inform judgement,
  - targets for coming term (i.e. 'smart' targets)
  - support to be provided by the school

(All of the above will be clearly referenced to the Teachers' Standards)

## **7.0 At risk procedures**

If any NQT encounters difficulties in their performance against 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 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 and the school's concerns communicated 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.

Where necessary, the Head/Appropriate Body's adviser will support the induction tutor and NQT in observations and planning an appropriate programme to ensure satisfactory completion of the NQT year and that all steps have been taken to improve the situation. The NQT must be made aware of any concerns, at all stages, throughout the induction process.

## **8.0 Addressing NQT Concerns**

If an NQT has any concerns about the induction, mentoring and support programme, these should be raised in accordance with the Trust's complaints procedures

## Appendices

### A. Statutory requirements for NQT induction: checklist

Pre Induction Requirements	
<p>Check that the NQT has been awarded QTS</p> <p>You do this through the <a href="#">Teaching Regulation Agency</a></p>	
<p>Identify and agree an organisation to act as the 'appropriate body' for the NQT's induction</p> <p>Find out who can act as the 'appropriate body' on pages 13 to 14 of the statutory guidance of NQT induction, linked to above</p>	
<p>Register the NQT with the appropriate body before they take up the post</p>	
<p>Make sure the post is suitable for induction</p> <p>A suitable post must:</p> <ul style="list-style-type: none"> <li>• Include assessment by the headteacher about whether the NQT's performance against the Teachers' Standards is satisfactory</li> <li>• Provide the NQT with the necessary tasks and experience to allow them to demonstrate satisfactory performance against the Teachers' Standards</li> <li>• Have prior agreement with an appropriate body to quality assure the induction process</li> <li>• Not make unsuitable demands</li> <li>• Not normally demand teaching outside the age range and/or subjects for which the NQT has been employed</li> <li>• Not present discipline problems that are unreasonably demanding for your setting</li> <li>• Not involve the NQT regularly teaching the same class(es)</li> <li>• Involve similar planning, teaching and assessment processes to those other teachers in similar posts engage in</li> <li>• Not involve additional non-teaching responsibilities without the provision of appropriate preparation and support</li> </ul>	
<p>Appoint a suitably qualified and experienced induction tutor</p> <p>The induction tutor must:</p> <ul style="list-style-type: none"> <li>• Have QTS</li> <li>• Provide day-to-day support and monitoring</li> </ul>	

<ul style="list-style-type: none"> <li>• Be capable of providing rigorous assessment and appropriate support</li> <li>• Have sufficient time to carry out their role</li> </ul>	
<p>Make sure you're providing a reduced timetable</p> <ul style="list-style-type: none"> <li>• NQTs have a timetable that is no more than 90% of the timetable of your school's existing teachers on the main pay range</li> <li>• This includes PPA time, to which NQTs are also entitled</li> </ul>	
<p>Put an appropriate monitoring and support programme in place that meets the NQT's professional development needs.</p> <p>This should include:</p> <ul style="list-style-type: none"> <li>• Personalised support and guidance from the induction tutor</li> <li>• Observations and follow-up discussions</li> <li>• Regular professional reviews of progress</li> <li>• Observation by the NQT of experienced teachers, either at your school or another school</li> </ul>	
<p>Inform your governing board of the support that has been put in place for NQTs serving induction in your school</p>	

During and after induction Requirements	
Schedule observations at regular intervals	
Review feedback from observations with the NQT, and keep records that indicate where development needs have been identified	
<p>Review and revise objectives throughout the induction period</p> <p>These should relate to the Teachers' Standards and the NQT's personal development needs</p>	
Conduct termly formal assessments as close to the end of each term as possible (this can be done by the headteacher or induction tutor)	
<p>Complete reports after each formal assessment</p> <p>Provide copies of these reports, and the evidence used to inform them, to the NQT and the appropriate body</p>	

Inform the appropriate body, and put support in place, if the NQT is not making satisfactory progress	
Participate in the appropriate body's quality assurance procedures	
Notify the appropriate body if the NQT's absences total 30 days or more (except in the case of maternity or parental leave)	
Make sure the NQT knows how to raise concerns about their induction programme or their progress, both within your school and elsewhere	
At the end of the induction period, make a formal recommendation to the appropriate body about whether the NQT's progress towards the Teachers' Standards is satisfactory or requires an extension	
Retain records relating to NQT induction for at least 6 years	

## **B. Temporary addition during school closures and Covid 19**

Schools should take special care to ensure those new to the profession are well supported during any periods of school closures. This could include:

- Additional mentoring sessions to support understanding of the unique features of remote teaching
- Access to safeguarding information relevant to 'live teaching' and other forms of virtual contact with children when they are not in school.
- Clear information about who to contact in the case of a defined need such as ICT issues; pastoral concerns etc...
- How to access mental health and emotional well-being support

Due consideration should be given to support for NQTs if they are required to work remotely including continued access to professional development; professional conversation; coaching and mentoring.

It is anticipated that a mentor would continue to have weekly contact and in the case of absence, headteachers would allocate a temporary mentor to ensure continuity of support.