NQT Induction Year Planner

Term 1: Before NQT takes up post:

Head Teacher	Induction Tutor	NQT	Local Authority
□ Before NQT takes up post designate Induction tutor(s). □ Register NQTs with LA, checking that they have gained QTS including passing skills tests. □ Ensure NQT's duties match training and do not place unreasonable demands on them. □ Arrange for cover for 10% release time (timetable should be no more than 90% average contact time of experienced staff). □ Make sure school can provide all requirements of statutory induction (arrange for support from outside school if necessary). □ Provide NQT with job description. □ Inform NQT of school's procedures for raising concerns about induction.	□ Familiarise self with statutory induction requirements. □ Contact NQT with information about school, class(es) and induction. □ Arrange for NQT to visit the school (if possible). □ Begin to plan the NQT's induction programme using Career Entry Development Profile (CEDP)	□ Study school and induction documentation. □ Make contact with induction tutor. □ Provide CEDP □ Visit the school (if possible). □ Begin to consider strengths, needs and longer-term professional development	□ Provide school with documentation on requirements for induction. □ Register NQTs. □ Provide information on courses for NQTs and induction tutors. □ Send Portfolio to NQTs which includes procedures for raising concerns about induction. □ On request, provide individual advice on the induction process and management of suitable appointments.

NQT Induction Year Planner

First Term

Head Teacher	Induction Tutor	NQT	Local Authority

□ Ensure NQT's induction programme is in place and that support activities begin straight away.
□ Discuss and arrange induction tutor's support and training needs- LA courses, senior management support
	□ Welcome and introduce NQT to staff.
	□ Ensure that NQT is familiar with induction requirements.
	□ Ensure NQT understands school policies and procedures.
	□ Set up a timetable of regular (weekly/fortnightly) meetings with NQT.
	□ Observe NQT's teaching within first four weeks (record kept), recommended.
	□ Plan support programme:-
	    10% release time
	    involve other staff, e.g. SENCO
	  • Arrange for NQT to observe experienced teachers.
	    refer to Induction Standards
	    identify courses/ INSET
	□ First professional review meeting (this half term optional – must be At least one per term) (record kept)
		□ Familiarise self with school policy and procedures.
		□ Ask for advice and clarification as necessary.
		□ Participate fully in induction programme.
		□ Undertake self- review against Induction Standards.
		□ First professional review meeting (record kept).
			□ Provide 'Welcome to the Royal Borough of Kensington and Chelsea' or 'London Borough of Hammersmith and Fulham' course (primary and secondary, September).
			□ NQT Coordinator and School Improvement Advisers aware of NQT appointments and monitor school's provision of induction.
			□ Further information and reminders of requirements.
			□ Provide ongoing courses for NQTs and induction tutors.

Half term			
□ Ensure first assessment meeting takes place. □ Complete and send original of first term assessment form to LA, copy to NQT.	□ Observe NQTs teaching, or arrange for colleague to observe □ First or (second) professional review meeting (record kept). □ Prepare for first assessment meeting. □ First assessment meeting. □ Complete first assessment form	□ Undertake first term self- review. □ Second professional review meeting (record kept). □ First assessment meeting.	□ Receive assessment forms within ten working days of end of term.

NQT Induction Year Planner

Term 2

Head Teacher	Induction Tutor	Newly Qualified Teacher	Local Authority
First half of term 2 □ Continue to ensure release time and support programme in place throughout induction. □ Ensure school's assessment of NQTs is rigorous and fair.	**First half of term 2** □ Observe NQTs teaching, or arrange for colleague to observe (record kept). □ Revise ongoing support programme to meet new objectives. □ Continue ongoing monitoring and support. □ Professional review meeting (this half term optional – must be at least one per term) (record kept)	**First half of term 2** □ Reflect on first term's successes. □ Continue working towards objectives. □ Review progress towards Induction Standards. □ Third professional review meeting (record kept).	**First half of term 2** □ Monitor first term assessment forms and follow-up: □ unsatisfactory progress □ incomplete forms □ forms not received □ Additional support for schools where difficulties exist. □ Provide individual advice on request. □ Continue support through courses for NQTs and induction tutors.
Half term			
□ Ensure that second assessment meeting takes place. □ Complete and send the original of the second term assessment form to the LA, copy for NQT. □ Observe NQTs who may be at risk of failing.	□ Observe NQTs teaching, or arrange for colleague to observe (record kept). □ Reflect on NQT's successes and needs. □ professional review meeting (record kept). □ Prepare for assessment meeting. □ Second assessment meeting takes place. □ Complete second assessment form and send to NQT administrator	□ Prepare evidence for next review meeting. □ Fourth professional review meeting (record kept). □ Second assessment meeting.	□ School Improvement Adviser or other contracted professional adviser to monitor provision of induction. □ Undertake 10% quality assurance sample of schools with NQTs □ Receive assessment forms within ten working days of end of term.

NQT Induction Year Planner

Final Term

Head Teacher	Induction Tutor	Newly Qualified Teacher	Local Authority
First half of term 3 ☐ Observe NQTs who may be at risk of failing to satisfactorily complete induction.	**First half of term 3** ☐ Observe NQTs teaching, or arrange for colleague to observe (record kept). ☐ Revise ongoing support programme to meet NQT's needs. ☐ Professional review meeting (this half term optional – must be at least one per term) (record kept)	**First half of term 3** ☐ Continue involvement in term 3 induction programme. ☐ Fifth professional review meeting (record kept).	**First half of term 3** ☐ Monitor second term. ☐ Assessment forms and follow up: ☐ unsatisfactory progress ☐ incomplete forms ☐ forms not received ☐ Continue ongoing advice and support.
Half term			
☐ Evaluate school's induction programme (with NQT). ☐ Ensure final assessment meeting. ☐ Complete and send original induction assessment form to the LA.	☐ Observe NQTs teaching, or arrange for colleague to observe (record kept). ☐ Evaluate school's induction programme (with NQT). ☐ Professional review meeting (record kept). ☐ Third assessment meeting. ☐ Complete final assessment form ☐ Begin work with NQT's objectives for second year of teaching.	☐ Evaluate school's induction process (with induction tutor) ☐ Sixth professional review meeting (record kept). ☐ Third assessment meeting. ☐ Begin work on objectives for second year of teaching.	☐ Evaluate LA's support for schools with NQTs. ☐ Receive induction summary statements within ten working days of final assessment meeting.
At end of Term 3 ☐ Ensure that experience of induction this year feeds in to planning for subsequent years.	**At end of term 3.** ☐ Celebrate success of induction process. ☐ Identify areas for improvement and inform Head Teacher.	**At end of term 3.** ☐ Celebrate successful first year of teaching. ☐ If unsatisfactory decision, may decide to appeal to DfE.	**At end of term 3.** ☐ Make decision, based on Head Teacher's recommendations, on satisfactory completion of induction. ☐ Inform DfE.