



**Cramlington Village Primary School  
Newly Qualified Teacher (NQT) Policy**

**June 2020**

## “Empowering everyone to achieve”

<b>Policy Title</b>	Newly Qualified Teacher (NQT) Policy
<b>Policies that interrelate</b>	Appraisal Policy for Teaching Staff Discipline and Grievance Policy Pay Policy Staff Handbook
<b>Legal and Statutory documents linked</b>	<a href="#">Induction for Newly Qualified Teachers (England)</a> <a href="#">The Education (Induction Arrangements for School Teachers) (England) Regulations 2012</a> <a href="#">Teachers' Standards</a> Funding Agreement Articles of Association
<b>Governor Committee responsibility</b>	Finance & HR Committee
<b>Date of last review</b>	June 2020
<b>Reviewer name and position</b>	Angela Hall, Admin and Marketing Manager
<b>Date of next review</b>	June 2021
<b>Date approved by Governors</b>	xxx 2020
<b>Audit file updated (date and name)</b>	xxx 2020

## **Aims**

Cramlington Village Primary School (CVPS) aims to:

- Run a NQT induction programme that meets all the statutory requirements
- Provide NQTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers
- Ensure all staff understand their role in the induction programme

## **2. Legislation and statutory guidance**

This policy is based on the Department for Education's statutory guidance [Induction for Newly Qualified Teachers \(England\)](#) and [The Education \(Induction Arrangements for School Teachers\) \(England\) Regulations 2012](#).

The 'relevant standards' referred to below are the [Teachers' Standards](#).

This policy complies with our funding agreement and articles of association.

## **3. The induction programme**

The following sets out the statutory minimum for NQT induction programmes.

For a full-time NQT, the induction programme will typically last for a single academic year. Part-time NQTs will serve a full-time equivalent.

The programme is quality assured by [name your appropriate body (i.e. the body responsible for quality assuring your induction process, such as a local authority or a teaching school)], our 'appropriate body'.

### **3.1 Posts for induction**

Each NQT will:

- Be provided with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant standards throughout, and by the end of, the induction period
- Have an appointed induction tutor, who will have qualified teacher status (QTS)
- Have a reduced timetable to allow them to undertake activities in their induction programme, with no more than 90% of the timetable of our existing teachers on the main pay range
- Regularly teach the same class or classes
- Take part in similar planning, teaching and assessment processes to other teachers working in similar posts
- Not be given additional non-teaching responsibilities without appropriate preparation and support
- Not have unreasonable demands made upon them

Not normally teach outside the age range and/or subjects they have been employed to teach

Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis

### **3.2 Support for NQTs**

We support NQTs with:

Their designated induction tutor, who will provide day-to-day monitoring and support, and co-ordinate their assessments

Observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback

Regular professional reviews of their progress, to take place on a monthly basis, at which we will review their objectives and revise them in relation to the relevant standards and their current needs and strengths

Chances to observe experienced teachers, either within the school or at another school with effective practice

### **3.3 Assessments of NQT performance**

Formal assessment meetings will take place on a termly basis, carried out by the Principal.

These meetings will be informed by clear and transparent evidence gathered during the preceding assessment period, and drawn from the NQT's work as a teacher and from their induction programme. Copies of the evidence relied on will be provided to the NQT and the appropriate body.

After these meetings, formal assessment reports will be completed that clearly show how the NQT is performing against the relevant standards.

At the end of the programme, NQTs will take part in a final formal assessment meeting. The outcomes of this meeting will be used by the Principal to decide whether the NQT's performance is satisfactory against the relevant standards. The decision will be written up in a final assessment form.

The NQT can add their own comments to this final form.

The form will then be sent to the appropriate body, who will make the final decision on whether the NQT has passed their induction period.

### **3.4 At-risk procedures**

If it becomes clear the NQT is not making sufficient progress, additional monitoring and support measures must be put in place immediately, meaning:

Areas in which improvement is needed are identified

Appropriate objectives are set to guide the NQT towards satisfactory performance

An effective support programme is put in place to help the NQT improve their performance

If there are still concerns about the NQT's progress at their next formal assessment, so long as it is not the final assessment, the Principal will discuss this with the NQT, updating objectives as necessary and giving details of the improvement plan for the next assessment period.

## **4. Roles and responsibilities**

### **4.1 Role of the NQT**

The NQT will:

Provide evidence that they have QTS and are eligible to start induction

Meet with their induction tutor at the start of the programme to discuss and agree priorities, and keep these under review

Agree with their induction tutor how best to use their reduced timetable allowance

Provide evidence of their progress against the relevant standards

Participate fully in the monitoring and development programme

Participate in scheduled classroom observations, progress reviews and formal assessment meetings

Agree with their induction tutor the start and end dates of the induction period, and the dates of any absences from work during the period

Keep copies of all assessment forms

**When the NQT has any concerns**, they will:

Raise these with their induction tutor as soon as they can

Consult with their contact at the appropriate body at an early stage if there are difficulties in resolving issues with their tutor or within the school

### **4.2 Role of the Principal**

The Principal will:

Check that the NQT has been awarded QTS and whether they need to serve an induction period

Agree, in advance of the NQT starting, who will act as the appropriate body

Notify the appropriate body when an NQT is taking up a post and undertaking induction

Make sure the NQT's post is suitable according to statutory guidance

Ensure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively

Ensure the NQT's progress is reviewed regularly, including through observations and feedback of their teaching

Ensure that formal assessments are carried out and reports completed and sent to the appropriate body

Maintain and keep accurate records of employment that will count towards the induction period

Make the governing body aware of the support arrangements in place for the NQT

Make a recommendation to the appropriate body on whether the NQT's performance against the relevant standards is satisfactory

Participate in the appropriate body's quality assurance procedures of the induction programmes

Keep all relevant documentation, evidence and forms on file for 6 years

### **4.3 Role of the induction tutor**

The induction tutor will:

Provide guidance and effective support to the NQT, including coaching and mentoring

Carry out regular progress reviews throughout the induction period

Undertake formal assessment meetings during the induction period, coordinating input from other colleagues as appropriate

Inform the NQT during the assessment meeting of the judgements to be recorded on their formal assessment record and invite the NQT to add their own comments

Ensure that the NQT's teaching is observed and feedback is provided

Ensure the NQT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the school

Take prompt, appropriate action if the NQT appears to be having difficulties

### **4.4 Role of the governing body**

The governing board will:

Ensure the school complies with statutory guidance

Be satisfied that the school has the capacity to support the NQT

Ensure the Principal is fulfilling her responsibility to meet the requirements of a suitable induction post

Investigate concerns raised by the NQT as part of the school's grievance procedure

If it wishes, seek guidance from the appropriate body on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process

If it wishes, request general reports on the progress of the NQT

## **5. Monitoring arrangements**

This policy will be reviewed **annually** by the Admin and Marketing Manager and the Principal.

At every review, it will be approved by the full governing body.

## **6. Links with other policies**

This policy links to the following policies and procedures:

- Appraisal Policy for Teaching Staff

- Discipline and Grievance Policy

- Pay Policy

- Staff Handbook