

# Newly Qualified Teacher Induction



## NQT & Tutor Survival Guide

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# Introduction to Newly Qualified Teacher Induction

For any Newly Qualified Teacher (NQT), successfully completing their Induction year is vitally important, providing a gateway into a career in education. This can only happen when the NQT and their School develop a partnership which provides appropriate support for the NQT. As such, schools are responsible for providing a suitable post, monitoring, and a programme that will help the NQT to meet all the Teachers' Standards.

Babcock LDP acts on behalf of Devon County Council as an Appropriate Body (AB) and has supported thousands of NQTs through their first year of teaching. We are commissioned by Devon County Council to fulfil this role and offer support to schools throughout the induction period which will include:

## **Core Support Package (funded for maintained schools by DCC)**

- NQT registration with the Teaching Regulation Agency
- Administration through an online system which will give both NQTs and NQT induction tutors real time information relating to current progress, management of the process and support to meet the required standards
- Monitoring and quality assurance of assessment forms for both the NQT and named induction tutor
- On-line and telephone support through our dedicated NQT Co-ordinator
- NQT Handbook
- Bespoke packages available to schools signing up 7+ NQTs. Please [contact us](#) for further information.

## **On-going NQT Induction Support**

- Assessment visits and quality assurance visits as required
- Quality assurance of assessment forms against the Teachers' Standards
- Initial support for struggling NQTs and support to identify NQT's specific needs to succeed
- Direct support for NQTs
- Direct support via phone/email for NQT induction tutors and headteachers

## **Support and Development for NQTs and NQT mentors**

- Training for new NQT tutors
- Attendance at NQT/RQT network meetings
- Attendance at one conference from the range of Babcock conferences
- A range of training as part of the NQT development programme and CPD offer
- Reduced rates on a range of products and services provided by Babcock

The DfE has published the Statutory Induction for Newly Qualified Teachers, which can be downloaded from our website.

Details about the online management system, induction arrangements, the current standards and the regulations that are currently in force can be found on our website: <https://www.babcockldp.co.uk/improving-schools-settings/nqt-rqt>

## Key Guidance

When applying for their first post, an NQT should consider how well and appropriately a school is able to support their induction. The School should be able to guide the NQT in meeting the standards, so that they develop their teaching knowledge and skills. Although an NQT does not have to complete an induction period to be allowed to work in a non-maintained school, they can complete their induction in either a non-maintained School or a maintained School, as long as a suitable induction programme and tutor is provided.

As part of the induction programme, a tutor must be allocated to support the NQT through their induction. The NQT must have regular meetings with their tutor (and/or mentor) to discuss their progress through their induction.

To ensure that NQTs have the opportunity to complete relevant induction activities and to plan and reflect on their lessons, a 10% reduction in the teaching timetable must be in place. This 10% reduction is in addition to PPA (planning, preparation and assessment) time that all teachers receive as part of their working timetable.

# Frequently Asked Questions

## **Is there a deadline for completing induction after a teacher has gained NQT status?**

No. An NQT can complete induction at any time. However, without induction an NQT cannot undertake supply work of more than one term in a school, and they can do no supply work at all after five years from the date of award of QTS.

## **How long is the induction?**

Induction is the equivalent of three full terms.

## **How many terms will an NQT have to complete if they work part time?**

This will be relevant to the full time equivalent. For example if a contract is 0.5, an NQT will have to complete six terms to complete induction. If in doubt contact your NQT Co-ordinator at Babcock LDP.

## **What should an NQT do if they leave a school before completing induction?**

The period that an NQT spends at any school should count towards induction, as long as they have completed their first assessment. (If an NQT leaves before their first assessment then that time will not normally count.) The Induction Tutor should make sure assessments are up to date and inform us (and the new appropriate body if different) of this change. If an NQT leaves a school part way through an assessment period (after the first one), an interim assessment should be completed by the school to ensure any new school knows how to continue induction. NQTs should make sure that they keep copies of all assessments that have been completed.

## **Can an NQT complete induction in multiple schools?**

Yes, an NQT can complete induction in multiple schools simultaneously as long as they work at these schools regularly, and one school agrees to take charge of the assessment process. An NQT can also complete induction at multiple schools, one at a time, as long as their assessments are kept up to date.

## **Can an NQT complete induction in an academy school?**

Yes, providing the academy can provide an appropriate induction programme with relevant monitoring and support.

### **Can an NQT complete induction at a specialist or independent school or FE College?**

Yes, providing their appropriate body agrees that the school is appropriate for an NQT to complete induction there, and an agreement is reached between the FE College and another school to allow the NQT to complete ten working days teaching in a maintained school. (See Statutory Guidance for further details)

### **How can observation in other schools be organised?**

It is important that visits to other schools are purposeful, and result in some specific gain for the NQT. The NQT must go with a particular aim or focus in mind, and arrange to discuss their experience with the induction tutor when they get back. The focus should be linked to the NQT's particular needs. Clearly, it will be important to choose a school that can provide the kind of examples of good practice relevant to the NQT's development programme.

### **What evidence does an NQT need to demonstrate that they are meeting the standards required to pass their induction period?**

An NQT should receive and keep copies of lesson observation records and end of term assessments. The NQT and their tutor should also agree and record outcomes of review meetings. An NQT will also have their own lesson plans; materials they have developed for teaching; records of their observations of other teachers; reflections on their own practice; pupils' outcomes and evidence of their progress; records of meetings with parents and records of any professional development they have attended. If these are well organised and readily accessible, there should be no need for extra evidence.

### **What happens if an NQT does not get 'satisfactory progress' in one or more of their termly assessments?**

An NQT should discuss how they can improve their performance with their tutor and head teacher. The appropriate body should be notified as soon as possible, so they can provide advice and relevant support to help the NQT improve their performance. It is only the final assessment which confirms whether an NQT has passed or failed induction.

### **Who should be the induction tutor?**

The induction tutor should be a teacher with Qualified Teacher status in the school and must be appointed when an NQT is employed. This may be the head teacher or a teacher who has an insight into the NQT's chosen subject or year groups. In larger schools, tutors may well be supported by mentors who work closely with NQTs day-to-day.

### **Is an NQT eligible for PPA and induction release time?**

An NQT must only have an 80% timetable. Half of the remaining 20% should be used for induction related activities agreed with the tutor. The remaining 10% is the PPA time that all teachers receive.

### **What should the induction tutor do to support the NQT?**

The induction tutor (and any assigned mentors) should be available for advice and support about induction. Regular scheduled meetings and professional discussions should take place and the tutor should complete three formal assessments spread over the course of induction to establish whether the NQT is meeting the required standards.

### **What should an NQT do if they have any concerns about their induction programme and the support they are receiving in school?**

In the first instance they should talk to their induction tutor about their concerns. If there continues to be a problem then they should discuss the position with their Head Teacher who has overall responsibility for an NQT's induction. They should normally only contact the Appropriate Body as a last resort.

### **How will the Appropriate Body monitor the quality of the induction programme?**

We will do this in the following ways:

- On appointment, the Headteacher will need to register any NQTs on our online system ( see website for details <https://www.babcockldp.co.uk/improving-schools-settings/nqt-rgt> )
- Through the system, schools are reminded of the need to return completed formal assessment forms each term
- We provide a programme of training for induction tutors and NQTs, for both the Primary and Secondary sectors
- We provide support and recommend appropriate training for any NQTs whom head teachers assess as making unsatisfactory progress
- A sample of NQTs are selected in primary and secondary schools in order to:
  - Monitor the quality of induction processes
  - Moderate the assessments of NQTs' progress

### **The Head Teacher has asked the NQT to teach an age group/subject that they have not been trained for.**

An NQT should not be asked to do this, unless it has been *agreed* at the outset. If an NQT has been instructed to do this without prior discussion, the NQT could seek advice from their Professional Association and/or Babcock LDP.

### **Can an induction period be reduced?**

There are rare occasions when induction can be reduced. Some teachers already have significant classroom teaching experience when they enter the maintained sector for the first time and are still required to serve statutory induction. In such cases, the appropriate body has the discretion to reduce the length of the induction period.

### **Does an NQT need to undertake induction if they are an overseas trained teacher (OTT)?**

Usually yes - OTTs are just like other NQTs. However, they do not have to if:

- They have at least two years' teaching experience and they applied to be assessed against the Induction Standards at the same time as the QTS Standards and were assessed as meeting the Induction Standards; or
- Currently, induction is not required if they are a European Economic Area (EEA) citizen. In this case they are usually exempt from the induction year, but this may change in the near future.

### **Can an induction period be extended?**

The appropriate body has the option, when making its decision at the end of the induction period to extend. This could be due to insufficient evidence on which a decision can be based or where it would be unreasonable to expect the NQT to have demonstrated satisfactory performance against the relevant standards for other reasons: e.g. illness or issues around the support during induction. Induction cannot be extended simply on the grounds that the NQT is not yet good enough to pass. There have to be unexpected reasons beyond the NQT's control.

### **What happens to an NQT's induction if they are absent from school due to sickness?**

The Induction period is automatically extended prior to completion when an NQT's absences during the period total 30 days or more. In these circumstances the induction period must be extended by the aggregate total of days absent.

### **How does maternity leave effect induction?**

If an NQT takes Statutory Maternity Leave during their induction, they will have to complete the remainder of their induction after their maternity leave has ended.

### **Does an NQT get official confirmation when they complete their NQT induction?**

Yes, they will receive confirmation from the Teaching Regulation Agency

### **If an NQT fails induction, can they start it again?**

No, they have one chance to complete and pass induction. If they do not complete this successfully, they are not allowed to attempt it again. If they do fail to meet the induction standards, they do have the opportunity to appeal, by writing to the Appropriate Body within 20 working days of the decision to fail induction being made.

**What are the implications should an NQT fail to meet the induction standards at the end of the induction period?**

Should an NQT fail to complete the induction period satisfactorily, they would still hold QTS but would no longer be eligible to be employed as a teacher in a maintained school or a non-maintained special school. They can appeal the Appropriate Body's decision, by writing to the Teaching Regulation Agency within 20 working days of the decision to fail induction being made.

Further information can be found in the Statutory Induction for Newly Qualified Teachers.

# Assessment Dates for Part-timers

In order for NQTs to successfully complete their induction they must complete three full terms. Whilst most NQTs will have a full time contract with assessments due at the end of each term, there are a lot of NQTs who are completing their induction on a part-time basis. Below is a table to help identify when each assessment is due, depending on the F.T.E. contract.

NQTs need to complete (near enough) **195** days for their induction period – a full teaching year

<b>LENGTH OF CONTRACT</b>	<b>1<sup>ST</sup> ASSESSMENT DUE</b>	<b>2<sup>ND</sup> ASSESSMENT DUE</b>	<b>3<sup>RD</sup> ASSESSMENT DUE (END OF INDUCTION)</b>
1.0 (5 days) Full Time 3 terms	13 weeks 1 term (65 days)	26 weeks 2 terms (130 days)	39 weeks 3 terms (One Year)
0.9 (4.5 days) – 3.5	14.5 weeks	29 weeks	44 weeks
0.8 (4 days) – 3.5/4terms	16 weeks	32 weeks	48 weeks
0.7 (3.5 days) – 4 terms	18.5 weeks	37 weeks	56 weeks
0.6 (3 days) – 5 terms	22 weeks	44 weeks	66 weeks
0.5 (2.5 days) – 6 terms	26 weeks – 2 terms	52 weeks	78 weeks - 6 terms (Two Years)
0.4 (2 days) – 7.5 terms	32.5 weeks	65 weeks	98 weeks
0.3 (1.5 days) – 10 terms	43 weeks	86 weeks	129 weeks
0.2 (1 day) – 15 terms	65 weeks - 5 terms	130 weeks	195 weeks – 15 terms (Five Years)
0.1 (half day) – 30 terms	130 weeks - 10 terms	260 weeks	390 weeks – 30 terms (Ten Years)

## The role of the Induction Tutor

The induction tutor (or the headteacher if carrying out this role) should:

- Provide, or co-ordinate, guidance and effective support including coaching and mentoring for the NQT's professional development
- Carry out regular progress reviews throughout the induction period
- Undertake three formal assessment meetings during the total induction period, and ensure that the NQT is observed regularly and given prompt and constructive feedback
- Inform the NQT - during the assessment meeting - of the judgements to be recorded in the formal assessment record, and invite NQTs to add their comments
- Ensure NQTs are aware of how, both within and outside the institution, they can raise any concerns about their induction programme or their personal progress
- Take prompt, appropriate action if an NQT appears to be having difficulties

## The role of the NQT

The NQT should:

- provide evidence that they have QTS and are eligible to start induction;
- meet with their induction tutor to discuss and agree priorities for their induction programme 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 agreed monitoring and development programme;
- raise any concerns with their induction tutor as soon as practicable;
- consult their appropriate body named contact at an early stage if there are or may be difficulties in resolving issues with their tutor/within the institution;
- keep track of and participate effectively in the scheduled classroom observations, progress reviews and formal assessment meetings;
- agree with their induction tutor the start and end dates of the induction period/part periods and the dates of any absences from work during any period/part period; and
- retain copies of all assessment forms.

## Example Induction Programme

NQTs and Tutors should have regular meetings as well as the formal assessments to ensure the NQT is getting opportunities to expand their teaching knowledge and skills as well as meeting the required teaching standards. Below is an example induction programme, however it may be suitable to hold more frequent meetings and observations.

<b>Term/Month</b>	<b>Possible activities and key induction elements</b>
<p><b><u>1<sup>st</sup> Term</u></b></p> <p>September</p> <p>October</p> <p>November</p> <p>December</p>	<ul style="list-style-type: none"> <li>• NQT Registered with Appropriate Body</li> <li>• School induction and first tutor meeting</li> <li>• Self-review against teaching standards</li> <li>• Observation by tutor, feedback and target setting</li> <li>• NQT to observe tutor teaching, followed by discussion</li> <li>• Joint observation by SLT member and tutor, feedback and target review</li> <li>• NQT to observe colleagues teaching in the school</li> <li>• Observation by tutor, feedback and target setting, prior to assessment meeting. School to advise Appropriate Body of : concerns or need for support.</li> <li>• Assessment meeting – 1<sup>st</sup> Assessment completed and signed online</li> </ul>
<p><b><u>2<sup>nd</sup> Term</u></b></p> <p>January</p> <p>February</p> <p>March</p>	<ul style="list-style-type: none"> <li>• Observation by tutor, feedback and target setting</li> <li>• Updated self-review against teaching standards</li> <li>• NQT to observe teaching in at least one other school</li> <li>• School to advise Appropriate Body of any concerns or need for support</li> <li>• Observation by tutor, feedback and target setting</li> </ul>

	<ul style="list-style-type: none"> <li>Assessment meeting – 2<sup>nd</sup> Assessment completed and signed online</li> </ul>
<b>3<sup>rd</sup> Term</b>	
April	<ul style="list-style-type: none"> <li>Observation by tutor, feedback and target setting</li> <li>Updated self-review against teaching standards</li> </ul>
May	<ul style="list-style-type: none"> <li>Joint observation by SLT member and tutor, feedback and target review. School to advise Appropriate Body of any concerns or need for further intensified support</li> </ul>
June	<ul style="list-style-type: none"> <li>Final assessment meeting – Final Assessment completed and signed online</li> </ul>
July	<ul style="list-style-type: none"> <li>Agree performance management objectives for the autumn term, if NQT is continuing to work at the same school.</li> </ul>

### **NQT/ Tutor meetings at least once every two weeks during induction**

Professional development programme initially driven by the school and then increasingly by the NQT

## Teaching Standards

Over the course of the induction year each NQT will be assessed against the teaching standards with three formal assessments. Each NQT must satisfactorily meet the standards to complete their induction successfully.

These are the standards against which the NQTs are being assessed:

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities

The NQT and Tutor should be pro-active if they judge that there are any concerns about meeting any of the standards and should endeavour to find an appropriate solution so that the NQT has an opportunity to build on their skills and knowledge in order that they meet the standards. Contact the Appropriate Body for any advice or support, if there are any concerns about an NQT's progress.



# Registration & Assessment

In order for Babcock LDP to act as the Appropriate Body for a School's NQT induction, each NQT must be registered with us as soon as possible on our online system. This where all the assessments are submitted and stored. Other records and evidence can also be uploaded, if you wish. Details about registration and more information about the online system can be found at:

<https://www.babcockldp.co.uk/improving-schools-settings/nqt-rqt>

or email our NQT Co-ordinator: [NQTForms@babcockinternational.com](mailto:NQTForms@babcockinternational.com)

## NQT Checklist

NQTs are entitled to a personalised, planned programme of support and training. The following list may help NQTs and Tutors to establish and evaluate their programme.

<b>Induction programme feature</b>	<b>Yes</b>	<b>Planned</b>	<b>No</b>
You have an allowance of 10% release time for induction activities as well as 10% PPA time on your timetable.			
You have met with your induction Tutor to discuss and agree priorities for your induction programme.			
You have a clear overview of your induction programme which is personal to you.			
Your CPD has been used to plan the priorities and support your needs.			
Your programme includes formal review meetings at the end of each half-term and assessments at the end of every term. (If you work part-time this is pro rata)			
You are familiar with the Standards which are used for your induction.			
You are receiving support in School for your lesson planning and assessment.			
Your teaching has been observed already and you have received verbal and written feedback.			
You have observed experienced teachers at work in your own School.			
You have visited other Schools to observe teaching and meet with colleagues there.			
You and your induction Tutor are keeping records as evidence of your progress during the induction period.			
A range of evidence is being assembled, which can include lesson plans, emails and letters, records of meetings, CPD details, electronic data et al.			
You are accessing CPD opportunities through the AB programme or elsewhere.			
You are meeting with other NQTs for peer support, formally or informally.			
You understand how to raise any concerns you might have in your School.			
You know how to contact the AB to access further support and guidance.			

# NQT and Tutor Training

Each year we hold various training events and conferences for NQTs and Tutors to attend to gain knowledge on the NQT Induction process and specific subject areas and teaching skills.

Details of our training courses can be found at:

<https://www.babcockldp.co.uk/improving-schools-settings/nqt-rqt>

## Websites

Babcock LDP NQT website for NQT information

<https://www.babcockldp.co.uk/improving-schools-settings/nqt-rqt>

The National College for Teaching and Leadership – The Department for Education –  
Statutory NQT Induction Guidance and Information:

<http://www.education.gov.uk/aboutdfe/statutory/g00212895/induction-nqts-england>

# Key Contacts

Contacts at Babcock LDP – Appropriate Body in Partnership with Devon County Council:

## **NQT Co-ordinator**

E-mail: [nqtforms@babcockinternational.com](mailto:nqtforms@babcockinternational.com)

Telephone: 01392 287296

Babcock LDP  
Milford House  
Pynes Hill  
Exeter  
EX2 5GF

**NQT Advisers** – Bekah Mardall, Carolyn Huxtable and Helen Eversett

Please make contact via NQT Co-ordinator

General NQT e-mail address for NQT forms and enquiries:

[NQTFORMS@babcockinternational.com](mailto:NQTFORMS@babcockinternational.com)

Contact details for The Teaching Regulation Agency– The Department for Education:

<https://www.gov.uk/government/organisations/teaching-regulation-agency>

[teacher.induction@education.gov.uk](mailto:teacher.induction@education.gov.uk)

Telephone

020 7593 5392