

1. Am I registered as an NQT in Devon?

If your current school has returned form NQT1 to the NQT Co-ordinator at Babcock LDP, then you will be registered on the NQT database. Your induction tutor should be able to confirm that this has been done.

2. Is there a deadline for completing my induction after I have gained NQT status?

No. You can complete your induction at any time.

3. How long is the induction supposed to be?

Induction is the equivalent of 3 full terms.

4. How many terms will I have to complete if I work part time?

This will be relevant to the full time equivalent. For example if your contract is 0.5, you will have to complete 6 terms to complete your induction. If in doubt contact your NQT Co-ordinator at Babcock LDP.

5. What should I do if I leave a school before completing my induction?

The period that you spend at any school should count towards the completion of your induction, as long as it is for a minimum of one term. You should make sure your assessments are up to date and inform your current appropriate body (and new appropriate body if different) of this change. If you leave a school part way through an assessment period an interim assessment should be completed to ensure your new school knows how to progress your induction. You should make sure that you have copies of all assessments that have been completed.

6. Can I complete induction in multiple schools?

Yes, you can complete induction in multiple schools simultaneously as long as you work at both schools regularly and one school agrees to take charge of the assessment process. You can also complete your induction at multiple schools, one at a time if you complete a minimum of one term at each school and your assessments are up to date.

7. Can I complete induction at a specialist or independent school?

Yes, providing an adviser from your appropriate body agrees that the school is appropriate for you to complete induction there and an agreement is reached between your main school and another school to allow you to complete ten working days teaching in a maintained school.

8. 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 you as an NQT. Go with a particular aim or focus in mind, and arrange to discuss your experience with your tutor when you get back. The focus should be linked to your particular needs, as set out in your Career Entry and Development Profile. Clearly, it will be important to choose a school that can provide the kind of information or examples of good practice needed. Your induction tutor should be able to help with this, and it would usually be a good idea for him or her to get advice from the School Contact Adviser.

9. How does the new framework for performance management apply to NQTs?

Teachers undergoing induction are specifically excluded from the performance management scheme. However, your CEDP and records of assessment meetings will be useful for helping to set your objectives for the year following induction.

10. What evidence do I need to demonstrate that I am meeting the standards required to pass my induction period?

You should receive and keep copies of lesson observation records and end of term assessments. You and your tutor should also agree and record outcomes of review meetings. You will also have your own lesson plans, materials you have developed for teaching, records of your observations of other teachers and records of any professional development you have attended. If these are well organised and readily accessible, there should be no need for extra evidence.

11. What happens if I do not get 'satisfactory' in one or more of my induction assessments?

You should discuss how you can improve your performance with your tutor and head teacher. The appropriate body should be notified at the earliest possible moment so they can provide advice and relevant support to help you improve your performance.

12. How will the LA monitor the quality of my induction programme?

We will do this in the following ways:

- During your first term of induction, you will be asked to complete a checklist of arrangements planned and already in place. Any queries will be followed up, usually by telephone, or by email;
- Schools are reminded of the need to return completed formal assessment forms each term;
- We provide a programme of training for induction tutors;
- 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 both primary and secondary schools in order to:
 - Monitor the quality of induction processes;
 - Moderate the assessments of NQTs progress.

You and your school will receive advance notice if you have been selected for this sample.

13. What happens if the school is inspected by OFSTED?

Your lessons, along with those of all other teachers, will almost certainly be observed as part of the inspection. Inspectors will know your newly-qualified status, and should let this influence their feedback to you on the quality of your teaching. It is quite likely that an inspector may wish to interview you about the quality of the school's arrangements for your induction.

14. Who should be my induction tutor?

Your induction tutor should be a teacher with Qualified Teacher status at the school you are working at. They may be the head teacher or a teacher who has a specialised understanding of your chosen subject.

15. What should my induction tutor do to support me?

Your induction tutor should be available for questions about your induction, provide support on areas you do not understand or require further assistance. Regular meetings should take place and your tutor should complete 3 formal assessments over the course of your induction to establish whether you are meeting the required standards.

16. What can I do if I have any concerns about my induction programme and the support I am receiving in school?

In the first instance you should try talking to your induction tutor about your concerns. If there continues to be a problem then you should discuss the position with your head teacher who has overall responsibility for your induction. If the situation does not improve, contact your NQT Co-ordinator at Babcock LTD.

17. Where can I get help and detailed advice if I am the only teacher in school who teaches at a certain Key Stage (primary) or in a specific subject (secondary)?

In these circumstances it is particularly important that you make early and regular contact with experienced colleagues in one or more other schools. You should raise the matter with your induction tutor at an early stage and make sure that consultation with colleagues in other schools is an important part of your induction programme. It will, of course, be important to choose colleagues who can provide you with the kind of information or examples of good practice that you need. The induction tutor should be able to help with this and may also seek advice from the school's LA Contact Adviser.

18. My Head Teacher has asked me to teach an age group/subject that I have not been trained for.

You should not be asked to do this, unless it has been agreed at the outset. If you have been asked to do this without prior discussion, you could check your position with your Professional Association and/or Babcock LDP.

19. Am I eligible for PPA and induction release time?

As an NQT undertaking induction you must only have a 90% timetable with the remaining 10% being used for induction related activities. In addition to this, you should also receive a further 10% of that 90% timetable as guaranteed PPA time.

20. Can an induction period be reduced?

If there is a reason why you would like to reduce your induction you should discuss this with your school and your appropriate body. There are rare occasions when induction can be reduced.

21. Can an induction period be extended?

If there is a reason why you would like to extend your induction you should discuss this with your school and your appropriate body. There are rare occasions when induction can be extended.

22. How does maternity leave affect my induction?

If you need to take statutory maternity leave during your induction, you will have to complete the remainder of your induction after your maternity leave has ended.

23. Do I get official confirmation when I complete my NQT induction?

Yes, you will receive confirmation from the National College for Teaching and Leadership.

24. If I fail my induction, can I start it again?

No, you have one chance to complete and pass induction. If you do not complete this successfully you are not able to attempt it again.

25. What are the implications should I fail to meet the induction standards at the end of my induction period?

Should you fail to complete the induction period satisfactorily, you would still hold QTS status but you would no longer be eligible to be employed as a teacher in a maintained or non-maintained special school.

Newly Qualified Teacher Induction Frequently Asked Questions

If you have any further questions that you would like answering please contact:

The Babcock NQT Co-ordinator on – 01392 287 296
NQTForms@babcockinternational.com

Or

The National College of Teaching and Leadership
Teacher.induction@education.gsi.gov.uk

<http://www.education.gov.uk/schools/leadership/deployingstaff/newstaff/a00213266/faqs-nqts>