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Introduction to NQT 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 programme that will help the NQT to continue to meet the standards for QTS and meet all the core 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:

- NQT registration
- Consultant assessment visits – if required
- NQT support visits – if required
- General administration and NQT advice and guidance
- The opportunity to access the wide range of CPD events and training to support the development of NQTs and school Mentors.

The DfE has published statutory guidance for the induction of newly qualified teachers. Details about induction arrangements, the current standards, assessment forms and the regulations that came into force in September 2012 (updated June 2013) can be found on our website: www.babcock-education.co.uk/ldp/nqt

Key Guidance

On being offered 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 to help them meet the standards and build on teaching knowledge and skills. Although an NQT does not have to have completed an induction period to be allowed to work in a non-maintained School, it is possible for them to complete their induction in either a non-maintained School or a maintained School, providing a suitable induction programme and mentor can be allocated.

It is possible to count supply teaching towards induction, however this must be regular supply work for a minimum of a term. It is not possible to include backdated supply work in induction, therefore if it becomes apparent that short term supply work is to be extended the appropriate body should be notified as soon as possible to allow this supply work to count towards the induction.

As part of the induction programme a tutor/mentor should be allocated to support the NQT through their induction. The NQT should receive regular meetings with their tutor to discuss their progress through their induction.

To ensure that NQTs have the opportunity to complete relevant induction activities and 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 but can only undertake short-term supply work of less than one term in a relevant school for a maximum period of five years from the point 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 the completion of induction, as long as it is for a minimum of one term. An NQT should make sure assessments are up to date and inform your current appropriate body (and new appropriate body if different) of this change. If an NQT leaves a school part way through an assessment period an interim assessment should be completed to ensure the new school knows how to progress induction. NQTs should make sure that they have 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 both 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 if an NQT completes a minimum of one term at each school and their assessments are 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, although they do not have to complete the induction if they intend to work solely in

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

Yes, providing their appropriate body agrees that the school/college is appropriate for an NQT to complete induction there and an agreement is reached between the main school/college and another school to allow the NQT to complete ten working days teaching in a maintained school.

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 NQTs particular needs. Clearly, it will be important to choose a school that can provide the kind of examples of good practice needed.

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

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

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 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 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. This may be the head teacher or a teacher who has a specialised understanding of the NQTs chosen subject or year groups.

Is an NQT eligible for PPA and induction release time?

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

What should the induction tutor do to support the NQT?

The induction tutor should be available for questions about induction. They should also provide support on areas an NQT does not understand and offer further assistance as required. Regular meetings and professional discussions should take place and the tutor should complete three formal assessments 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 NQTs induction.

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

We will do this in the following ways:

- During the first term of induction, the NQT 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 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 asked to do this without prior discussion, you could check their position with your 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 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
- They are an European Economic Area (EEA) citizen. In this case they are usually exempt from the induction year.

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 i.e. illness or issues around the support during induction.

What happens to an NQTs 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 National College for Teaching and Leadership.

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 able 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 or non-maintained special school. They can appeal the Appropriate Body's decision, by writing to the National College for Teaching & Leadership within 20 working days of the decision to fail induction being made.

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.

Length of contract	1st assessment due	2nd assessment due	3rd assessment due (end of induction)
1.0 (5 days) Full Time 3 terms	13 weeks 1 term (65 days)	26 weeks 2 terms (130 days)	39/40 weeks 3 terms (One year)
0.9 (4.5 days) 3.5 terms	14.5 weeks	29 weeks	44 weeks
0.8 (4 days) 3.5/4 terms	16 weeks	32 weeks	50 weeks
0.7 (3.5 days) 4 terms	18.5 weeks	37 weeks	57 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	80 weeks 6 terms (Two years)
0.4 (2 days) 7.5 terms	32.5 weeks	65 weeks	100 weeks
0.3 (1.5 days) 10 terms	43 weeks	86 weeks	133 weeks
0.2 (1 day) 15 terms	65 weeks 5 terms	130 weeks	200 weeks 15 terms (Five years)
0.1 (half day) 30 terms	130 weeks 10 terms	260 weeks	400 weeks 30 terms (Ten years)

NQTs need to complete 189 days for their induction period

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;
- Inform the NQT during the assessment meeting 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

Example Induction Programme

NQTs and Tutors should have regular meetings as well as the formal assessments to ensure the NQT is getting the 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.

	Month	Possible Activities and Key Induction Elements	
Term 1	September	<ul style="list-style-type: none"> NQT registered with Appropriate Body School Induction and first tutor meeting Self-review against teaching standards Observation by tutor, feedback and target setting NQT to observe tutor teaching, followed by discussion 	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
	October	<ul style="list-style-type: none"> Joint observation by SLT member and tutor, feedback and target review NQT to observe colleagues teaching in the school 	
	November	<ul style="list-style-type: none"> Observation by tutor, feedback and target setting 	
	December	<ul style="list-style-type: none"> Assessment meeting – 1st Assessment completed and returned to Appropriate Body 	
Term 2	January	<ul style="list-style-type: none"> Observation by tutor, feedback and target setting Updated self-review against teaching standards 	
	February	<ul style="list-style-type: none"> NQT to observe teaching in at least one other school 	
	March	<ul style="list-style-type: none"> School to advise Appropriate Body of any concerns or need for support Observation by tutor, feedback and target setting Assessment meeting – 2nd Assessment completed and returned to Appropriate Body 	
Term 3	April	<ul style="list-style-type: none"> Observation by tutor, feedback and target setting 	
	May	<ul style="list-style-type: none"> Updated self-review against teaching standards 	
	June	<ul style="list-style-type: none"> Joint observation by SLT member and tutor, feedback and target review 	
	July	<ul style="list-style-type: none"> Final assessment meeting – Final Assessment completed and returned to Appropriate Body Agree performance management objectives for the autumn term 	

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.

If concerns continue, this should be recorded on the NQTs' assessments and the Appropriate Body must be informed at the earliest possible date so that appropriate support can be discussed.

Registration & Assessment Forms

In order for Babcock LDP to act as the Appropriate Body for your School's NQT induction, each NQT must be registered with us. Once we have received the registration form (NQT1 form) we will register the NQT with The National College for Teaching and Leadership and monitor the induction process for the NQT.

NQT1 forms must be completed within two weeks of an NQT taking up position in their school and returned to Babcock LDP.

At the end of each term (F.T.E.) a formal assessment must be carried out by the NQTs tutor to assess the NQT against the teaching standards. We have two different NQT assessment forms. One assessment form is for the first two assessments and interim assessments. The second form is for the final assessment only.

The deadline for the return of assessment forms is the Friday before the last week of each term.

Please forward the form to the NQT Co-ordinator at:

NQTForms@babcockinternational.com

All of our forms can be found at the following website:

www.babcock-education.co.uk/ldp/nqt

NQT Checklist

During the first term of induction, the NQT 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.

Induction programme feature	Yes	Planned	No
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 CDP has been used to plan the priorities and support your need.			
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 Core 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 LA 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.			

Summary

Further help and advice is always available by contacting the NQT Co-ordinator at Babcock LDP.

Tel **01392 287296**

E-mail **NQTForms@babcockinternational.com**

Do you have any comments you would like to make on your Induction programme to date?

Is there any additional information you need at the moment?

Is there any further training/support which you would like to help you complete your Induction?

The NQT should have received a copy of this form when registered with us. Please return this form to: **NQTForms@babcockinternational.com** or contact us at the same address if you would like a copy.

Annual NQT/ 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:

www.babcock-education.co.uk/ldp/cpd

Below is a list of the courses aimed specifically at NQTs or Induction Tutors to expect each year:

Core Induction Day for NQTs – September

Behaviour Management for NQTs – October, February

NQT Tutor Training – September & January

Each year there are training courses available for specific areas of the curriculum, these usually include:

- English
- Maths
- Music
- P.E.
- Science
- SEN

Please check CPD online – www.babcock-education.co.uk/ldp/cpd

or contact Babcock LDP directly if you wish to identify training opportunities.

Important Websites

Babcock LDP NQT website for NQT forms and Guidance documents:

www.babcock-education.co.uk/ldp/nqt

Babcock LPD CPD online website to browse and book places on training courses and conferences:

www.babcock-education.co.uk/ldp/cpd

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 – Morwenna Griffiths

Morwenna.Griffiths@babcockinternational.com

01392 287296

Milford House

Pynes Hill

Exeter

EX2 5GF

NQT Adviser – Geoff Tew

Please make contact via NQT Co-ordinator

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

NQTForms@babcockinternational.com

Contact details for The National College for Teaching and Leadership – The Department for Education:

Teacher.INDUCTION@education.gsi.gov.uk

0207 593 5392

Notes

Notes

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