

## Induction Policy for NQT's

### Aims

The aims of the Academy induction programme are to:

- Provide newly qualified teachers with relevant information and advice about the Academy.
- Help newly qualified teachers improve the quality of their teaching.
- Help newly qualified teachers to form sound professional relationships with Academy colleagues.
- Assist newly qualified teachers with issues in which they have had little or no initial teacher training.
- Provide each newly qualified teacher with an individualised programme of monitoring and support.

### To achieve these aims the Academy will provide:

- Realistic expectations of an NQT's teaching role and responsibilities during the induction period.
- A 10% lighter timetable than that taught by other teachers in the Academy. Use of this 10% release time will be planned so as to focus on activities that foster development.
- A planned programme of support and development activities.
- Opportunities to attend training over the year that will support development.
- A named mentor who will support an NQT by;
  - Planning and working together on development in a climate of openness, honesty and trust
  - Meeting regularly to review progress and set objectives for development
  - Regularly observing teaching and providing feedback to analyse performance and review progress
  - Planning opportunities to meet with, observe and work with others in the Academy and in other schools as part of your induction programme
  - Identifying and recording evidence for your termly assessment
- A named assessor who will carry out termly assessments of your work, feed back to you and your mentor and report on your progress

This process will include:

- Observing teaching and providing written and oral feedback to analyse performance and review progress
- Assessment observation and feedback
- Assessment meeting with you and your mentor
- Completion of the assessment form with you and your mentor, ensuring you, your mentor and the Principal sign the completed form
- Opportunity for you to contribute your own comments to the assessment
- Advice on objectives for further development and identifying evidence of progress

## INDUCTION FOR NQT'S

It is expected that all NQTs will:

- Be familiar with and be prepared to work with the Induction Standards
- Commit to develop an open, honest working relationship with their mentor
- Develop a reflective, analytical approach to their work, recognising achievements and areas for further development
- Work with their mentor to set objectives for development and review progress on a half-termly basis
- Work with their mentor to identify, collect and reference where necessary relevant evidence to show progress in addressing the Induction Standards

- Make full use of the induction opportunities made available by the Academy

## **INDUCTION PROGRAMME**

### **Module 1**

- Meeting with Mentor to
  - Set objectives
  - Provide the Academy context and the induction standards
  - Draw up action plans
- Observation of NQT by Mentor and follow up discussion.
- Observation of NQT by Induction Tutor and follow up discussion.
- Review meeting with Mentor to review progress, objectives and action plans.

### **Module 2**

- Observation of NQT by Induction Tutor and follow up discussion.
- Observation of NQT by Mentor and follow up discussion.
- Review meeting with Mentor to review progress, objectives and action plan.
- Assessment meeting with Induction Tutor and Mentor.
- Report sent to KCC by Induction Tutor and Principal.

### **Module 3**

- Observation of NQT by Mentor and follow up discussion.
- Observation of NQT by Induction Tutor and follow up discussion.
- Review meeting to review progress, objectives and action plan.

### **Module 4**

- Observation of NQT by Induction Tutor and follow up discussion.
- Observation of NQT by Mentor and follow up discussion.
- Review meeting with Mentor to review progress, objective and action plan.
- Assessment meeting with Induction Tutor and Mentor.
- Report sent to KCC by Induction Tutor and Principal.

### **Module 5**

- Observation of NQT by Mentor and follow up discussion.
- Observation of NQT by Induction Tutor and follow up discussion.
- Review meeting to review progress, objectives and action plan.

### **Module 6**

- Observation of NQT by Induction Tutor and follow up discussion.
- Observation of NQT by Mentor and follow up discussion.
- Review meeting with Mentor to review progress across the Induction period
- Setting objectives
- Considering Professional Development priorities for second year of teaching.
- Assessment meeting with Induction Tutor and Mentor.
- Report sent to KCC by Induction Tutor and Principal.