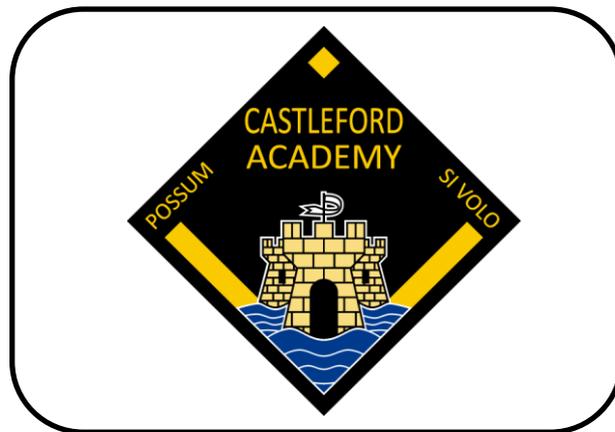




Castleford Academy



Newly Qualified Teacher Policy

Version No:	Date Ratified:	Review Date:
2.0	13.11.2020	September 2021



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Castleford Academy works alongside Wakefield LA to deliver an Induction Programme for Newly Qualified Teachers (NQT). This policy aims to outline the roles and requirements necessary, following the appointment of an NQT.

The Headteacher and Governors of Castleford Academy will ensure that the induction period:

- Helps the NQT to build upon the knowledge, skills and understanding developed during initial teacher training and to become a full member of the teaching profession.
- Builds on the information provided from ITT reports and helps the NQT to meet identified targets, for the successful completion of their induction year.
- Includes systematic, fair and rigorous assessment procedures, based on evidence of the NQT's professional practice.
- Ensures that any NQT making unsatisfactory progress is given sufficient support to make improvements.

1. Castleford Academy's responsibility to Newly Qualified Teachers

When appointing NQTs, the academy is making a commitment to provide the NQT with the appropriate teaching commitment, which is no more than 90% of the normal teaching timetable or pro rata equivalent. The academy will also assign an Induction Tutor and Subject Mentor with the subject knowledge, time and experience to be influential in the development and support of the new teacher. The academy will provide a school-based induction programme, enable the new teacher to attend appropriate courses for NQTs and facilitate opportunities for all NQTs to observe a range of teachers across departments. The post to which an NQT is appointed will be well matched to their training experience. They will be deployed to the age groups for which they are trained; thus enabling a fair assessment of their progress to be made and their further training needs to be identified and met.

2. Expectations

Prior to beginning work at Castleford Academy, NQTs must have passed any skills tests (where relevant) and been awarded QTS before starting the induction period. It is the NQT's responsibility to provide evidence that they have QTS and are eligible to start induction. The Academy's HR department will check the validity of documentation provided, before the NQT can be registered with the Local Authority. (Typically within the first two weeks of a new term.) Failure to provide the appropriate documentation could delay the start of the NQT induction programme.

NQTs are expected to comply with Castleford Academy's policies and practices for all teaching staff to:

- Work towards meeting the Teaching Standards throughout the induction period.
- Set and maintain good standards of pupil behaviour in the classroom.
- Liaise effectively with pupils, parents and carers.
- Take responsibility for their own professional development; participate in target setting and associated professional development; maintain their record of CPD and keep up-to-date with developments in pedagogy and in the subjects they teach.
- Teach lessons which are thoroughly prepared and which relate to their department's schemes of work.
- Ensure registrations and lessons are started promptly.
- Be a positive role-model for students.
- Monitor pupil progress and support the learning of all pupils.

3. Staff induction day

During the day, the new teacher will be made aware of:

- Key personnel and their roles and responsibilities.
- Site layout – emergency exits, classrooms etc.
- Term dates, lesson times, meeting dates and times.
- Details of the academy's training programme for NQTs.



- Fire drill arrangements and other safety and security issues; emergency procedures, e.g. arrangements for first aid, accident and incident reporting.
- Academy policies including child protection; safeguarding & E-safety.

4. The Newly Qualified Teacher's entitlement

- To receive support and guidance from an induction tutor/mentor.
- To be observed at least once every half-term and be provided with follow-up discussions.
- Have a professional review of progress each term.
- Have the opportunity to observe experienced teachers.
- Be provided with appropriate professional development activities.

5. The Induction Programme

Each NQT should discuss their training and development needs with their subject mentor and induction tutor and agree priorities for their induction programme. NQTs should monitor their progress against the teaching standards and keep records of observations and training which they undertake, throughout the year. NQTs are expected to participate fully in the induction programme, keeping records of scheduled classroom observations, progress reviews and formal assessment meetings. Minutes from weekly mentor meetings will record action points that the NQT must work towards as part of the Induction Programme.

6. The Induction Tutor

The Induction Tutor will work with subject mentors to ensure that:

- All NQTs are supported throughout their first year and registered with Wakefield LA.
- At least six observations of the NQT's teaching take place and that copies of written feedback are provided and added to individual's records.
- The completion of assessment reports is co-ordinated.
- Information on Wakefield's NQT programme and support available is provided.
- A termly review meeting takes place with the Induction Tutor.
- A structured schedule of meetings with all NQTs is provided.

7. The Subject Mentor

The mentor is responsible for supporting the NQT through overseeing their induction programme. Mentors will:

- Work with the NQT to plan a support programme building on the NQT's identified training needs.
- Meet regularly with the NQT.
- Carry out six reviews of progress during the induction period, using the SAD form.
- Undertake a number of the NQT's formal lesson observations.
- 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; and take prompt, appropriate action where an NQT appears to be experiencing difficulties.
- Write the assessment reports and ensure that the NQT is aware of, and agrees, to the contents of each report.
- Inform the NQT Induction Tutor of any concerns as soon as they arise.

8. The Headteacher

The Headteacher will observe each NQT as part of the formal observation schedule. Although the implementation for the induction programme is delegated to the Induction Tutor, the Headteacher will make the final recommendation for successful completion of the induction programme to Wakefield Local Authority.



9. Observations

During the induction period, each NQT will be observed at least once every half term by the mentor and other key teaching staff. The first observation must take place during the first four weeks. The observations should be followed by professional review discussions at which the NQT and subject mentor review progress against the NQT's objectives, revising the objectives and action plan if necessary.

10. Formal assessment meetings

There should be three formal assessment meetings, one at the end of each term between the NQT and the Induction tutor. At these meetings, the following should be discussed:

- Written reports from at least two observations and two review meetings.
- The NQT's progress in meeting the Teaching Standards.
- Assessment records of pupils for whom the NQT has been responsible.
- The NQTs self-assessment and record of professional development.

11. Induction assessment forms and the final assessment

Following the first two formal assessment meetings, an official assessment form should be completed to indicate whether the NQT is making satisfactory progress. NQTs will be assessed at the end of the induction period against the Teacher Standards. It is the responsibility of the headteacher to formally notify Wakefield LA, using the final assessment form, as to whether the NQT has met the requirements of successful induction and in particular their strengths; areas requiring further development, evidence used to inform the judgement and targets for the coming term. The Induction Tutor will ensure that all assessment forms meet the LA's agreed deadlines.

12. When Newly Qualified Teachers are in difficulty

Very occasionally, NQTs will encounter difficulties. The majority will overcome these with support. If an NQT is struggling to meet any of the teaching standards the judgement must be clearly identified, evidenced, and linked to the specific standards. The LA will be notified as soon as possible if it seems as though an NQT will have difficulty meeting the standards at the end of their induction period.

Areas for development, targets and support will be identified and an action plan completed. This will identify the specific standard concerned; the support which will be put in place to assist and when the actions will be reviewed. The NQT must be involved at all stages. Colleagues to support the NQT and mentor (e.g. coaches, SLEs, and the LA's NQT Co-ordinator) will be called upon. Once a problem has been overcome, the success will be acknowledged in the assessment meeting and in the report.

The NQT Induction Tutor will be given copies of the interim reports and the action plan provided and the Headteacher will carry out additional observations of the NQT. If the concerns persist or it is felt that a teacher may fail to develop full competence after all reasonable support and other measures have been provided, the Headteacher will consult with the Induction Tutor and Mentor, and the NQT will be informed in writing that he/she is at risk of failing to meet the Teacher Standards and the consequences of this.

All NQTs will be made aware of the named contact within Wakefield LA, should they have any concerns which are not addressed within the school.

The Governing Body will ensure compliance with statutory guidance, and in particular ensure that any NQTs serving induction in the institution have the necessary support, monitoring and assessment. Governors can request general reports on the progress of an NQT but are not automatically entitled to have access to an individual's assessment forms. Governors will investigate concerns raised by an individual NQT as part of the Academy's agreed grievance procedures.



13. Implementation and review

This policy will be:

- Made known to all Staff and Governors.
- Reviewed regularly.
- Taken into consideration when updating the development plans by consultation with appropriate staff.