

St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence through encouraging resilience, empathy, aspiration and challenge. We have high expectations for ALL so that we can be 'The best we can be.' With Faith, Hope and Love at the heart of our school family, our children feel safe, secure and supported.



Policy for NQT Induction

SAFEGUARDING POLICY CROSS REFERENCE

Please read this policy in conjunction with the School Safeguarding Policy alongside the guidance found in the Gloucestershire Safeguarding Children's Board Handbook www.gscb.org.uk/handbook and the guidance on safer working practices outlined in www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/safeguardingadvisernetwork/sanetwork

Our ethos is one that nurtures education through recognition and celebration of all children's experiences and achievements, whatever the context. Each child is unique and made in the likeness of God. Every child should succeed at their own level and be praised for this success

Author: W D'Arcy

Link:

Approved by: Learning and Standards

Approved on: Autumn Term 2018

Review Date: Autumn Term 2020

Other relevant policies: Code of Conduct, Performance Management

Schools should be familiar with the 'Statutory Guidance on Induction for Newly Qualified Teachers in England', revised October 2016.

1. EMPLOYMENT IMPLICATIONS

The Induction Period, and the processes which take place within this period, are separate from other employment decisions.

Governors are free to appoint NQTs to posts advertised as permanent or temporary but must be aware of the obligations and requirements associated with such appointments. Induction should not be used as a reason to make an appointment temporary.

At the end of the Induction Period, there are a number of possible results:

- (a) A recommendation that the Teacher has met the requirements for satisfactory completion of the Induction Period. If this recommendation is accepted by the Local authority, the Teacher will be notified accordingly.
- (b) If it is felt that the teacher has not reached the required standard and that the Induction Period must be extended or a decision taken that the teacher has failed the Induction process.

Failure to complete the Induction Period means that the Teacher is no longer able to meet the requirements of the job and can no longer be employed in this capacity. Under these circumstances the Teacher must be dismissed but has the right to appeal against the decision to fail the induction period. If the NQT indicates that they do not wish to appeal, or fail to lodge an appeal within 20 working days of the notification of the result of the Induction Period, the Employer must dismiss within 10 working days.

If the NQT does lodge an appeal the employer can dismiss but may also delay until the Appeal is heard. During the period prior to this hearing the teacher can continue to work but cannot take sole responsibility for a class or group of children.

In the event of a failed Induction Period it is strongly recommended that advice is sought from the Human Resources provider before decisions are taken regarding dismissal.

2. PRE EMPLOYMENT

Schools should be aware that NQTs **may not** begin induction until they have obtained Qualified Teacher Status (QTS). The QTS date appears on the certificate sent to the NQT from the National College for Teaching and Leadership and schools should always insist on seeing this. Only this certificate constitutes evidence of QTS being awarded; a letter from a college or other body recommending QTS is not enough. In some cases, NQTs are starting induction before they have technically gained QTS; however, this period of time will not count towards induction.

- Check that the NQT has passed his/her teaching qualification
- Confirm that the NQT has passed the relevant skills tests
- Check the NQT's QTS certificate as soon as it is available. If it becomes evident that the NQT has not been awarded QTS, please advise us immediately. If the NQT has not received his/her QTS certificate,

the NQT must pursue this directly with the National College for Teaching and Leadership on telephone number: 0207 593 5392

- Find out whether the NQT has completed any terms of induction and include details on the NQT registration form. If the NQT has completed induction in other local authorities (ie not Gloucestershire LA), then send all the NQT induction assessment forms with the completed NQT registration form
- Return the completed NQT registration form for each NQT to: helen.c.owen@gloucestershire.gov.uk or anne.lloyd@gloucestershire.gov.uk

3. ANNUAL TIMETABLE AND ASSESSMENT FORMS

All information required including assessment forms and timelines are available on the schoolsnet website:

<http://www.gloucestershire.gov.uk/schoolsnet/article/113824/NQT-induction>

4. OBSERVATIONS OF THE NQT'S TEACHING PRACTICE

An NQT's teaching should be observed at regular intervals throughout their induction period to fairly monitor against the relevant standards. A full-time NQT's teaching should be observed during their first few weeks in post and at least once in any six to eight week period after that but this will depend on their targets and progress towards the Teaching Standards.

5. HELP FOR NQTs

- In the first instance, talk to your NQT induction tutor/mentor, or talk to a member of the Senior Management Team or the Headteacher
- If, having spoken to your NQT induction tutor/mentor, you require clarification of any of the regulations or any other technical aspects of NQT induction, you can contact Anne Lloyd using the details on this page.
- The local authority is required to give NQTs details of a 'Named Contact' they can talk to if they have any concerns about their induction year. In these circumstances, please contact **Anne Lloyd** or **Helen Owen** on telephone number **01452 427228**, who will be able to guide NQTs as to who to talk to next.
- You can contact your professional association, who will be able to give you advice.