



## **Newly Qualified Teachers (NQT) Policy**

<b>Start Date:</b>	<b>Autumn 2019</b>
<b>Date of Next Review:</b>	<b>Autumn 2020</b>
<b>Author:</b>	<b>Miss D Newman</b>
<b>Responsible Committee:</b>	<b>Education Committee</b>

## Newly Qualified Teacher (NQT) Policy – Haileybury Turnford

### Rationale

Haileybury Turnford understand that the first year of teaching can be very demanding and quite intense. We have therefore developed an induction programme that supports and nurtures our Newly Qualified Teachers (NQTs). Our induction programme ensures that all NQTs are fully supported with the guidance of a mentor through weekly meetings and regular lesson observations. Professional studies sessions are also delivered weekly to enable our NQTs to successfully complete their induction year.

This programme will enable an NQT to form a secure foundation upon which a successful teaching career, fulfilling their professional duties, can be built.

### Aim

Our school's induction process has been designed to make a significant contribution to both the professional and personal development of NQTs.

The purposes of induction include:

- To provide programmes appropriate to the individual needs of the NQT.
- To provide appropriate support through the role of an identified mentor.
- To provide NQTs with examples of good practice.
- To help NQTs form good relationships with all members of the school community and stakeholders.
- To encourage reflection on their own and observed practice.
- To provide opportunities to recognise and celebrate good practice.
- To provide opportunities to identify areas for development.
- To help NQTs to develop an overview of teacher's roles and responsibilities.
- To provide a foundation for longer-term professional development.
- To help NQTs meet all the Teacher Standards.

### Roles and responsibilities

#### **The Principal will be responsible for:**

- Liaising with the Professional Mentor to check on progress being made by NQTs.
- Signing review documents at the end of each term.

#### **The Professional Mentor will be responsible for:**

- Overall monitoring of the NQT process.
- Standardisation of observations and reports judgements against the Teacher Standards.
- Providing professional studies which are suitable and tailored for NQTs. This is to include various topics including safeguarding and health and safety.
- Updating Herts for Learning (HfL) of any issues concerning NQTs.

### **The Subject Mentor will be responsible for:**

- Checking the NQT timetable.
- Monitoring day to day progress.
- Mid and end of term reviews and report writing.
- Arranging lesson observations.
- Updating NQTs of any policies.
- Meeting with the NQT at least once a week and setting appropriate targets against the Teacher Standards.
- Checking the NQT understands department policies and has relevant schemes of learning.
- Ensuring the NQT is involved in the wider school community in order to meet standard 8 from the Teacher Standards.

### **Monitoring and supporting our NQTs**

To be awarded Qualified Teacher Status (QTS) trainee teachers must have met standards (1-8 listed below) and meet the standards for personal and professional conduct:

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject knowledge 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

### **Personal and professional conduct**

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Observations will take place at least 2 to 3 times a term. These will either be conducted by the Subject Mentor or the Professional Mentor. Following an observation a meeting will be held where appropriate targets will be set relating to the teacher standards.

Informal meetings will take place each half term and three formal summative assessment meetings will take place with the subject mentor. The NQT will then be graded against the appropriate criteria and this will be sent to Herts for Learning where the assessment and new targets will be reviewed.

At the end of the year the induction year will be reviewed and new targets will be set in preparation for the schools performance management system.

### Unsatisfactory progress

- In the event that an NQT is not making satisfactory progress, early actions will be taken to support and advise the teacher to make necessary improvements. This will be done informally with the Subject Mentor initially.
- In the event that the NQT continues to make unsatisfactory progress the Professional Mentor will inform Herts for Learning and appropriate actions will be decided.
- The Principal will be kept updated regularly with the actions that have been decided between the Professional Mentor and Herts for Learning.
- Should the NQT need to extend their induction period Herts for Learning will be informed immediately and the appropriate paper work will be completed by the Professional Mentor.

***Review of this policy for the induction of Newly Qualified Teachers will take place annually and updated where necessary taking account of any relevant feedback from NQTs, Herts for Learning or the Department for Education.***