



# NQT Induction Policy

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## Definitions

In this **NQT Induction** Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **NQT Induction Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the governing body of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- xiv **'NQT'** means Newly Qualified Teacher
- xv **'Early Career Framework'** means a step change in support for early career teachers, providing a funded entitlement to a structured 2-year package of high quality professional development.

[Click here](#) for the **DfE Early Career Framework**

## 1. Introduction

The Romero Catholic Academy is committed towards encouraging the professional development of teachers entering the profession to aid their understanding, and enjoyment, of their chosen career.

We recognise that newly qualified teachers (NQTs) often require greater support and guidance in order to meet the demands of the teaching profession, in turn aiding their future success and provision of quality teaching.

## 2. Scope

This policy applies to all newly qualified teachers who have gained Newly Qualified Teacher Status and are undertaking their induction programme within the Romero Catholic Academy.

Every member of the Romero Catholic Academy, from senior leaders to pupils, has a role to play in supporting NQTs during their induction period. The Romero Catholic Academy will look to ensure this period is a positive developmental period for those in the early stages of their teaching career in line with government Induction for Newly Qualified Teachers guidance (2018)

## 3. Entitlement

During the induction period, the NQT will receive additional internal entitlements to support their development, including:

- the provision of an induction tutor to provide advice and guidance
- teaching observations leading to discussions and constructive feedback
- periodic reviews of professional progress
- opportunities to observe experienced and qualified teachers
- opportunities to undertake professional development activities.

Alongside these entitlements, an NQT will carry out reduced teaching time totalling 90 per cent of the teaching time of qualified teachers. The purpose of this reduced teaching time will be to allow NQTs to undertake appropriate development opportunities outside of their teaching time and will be allocated at suitable periods.

## 3. Early Career Framework

The early career framework sets out the evidence base which underpins this new entitlement for early career teachers' professional development. It sets out what all early career teachers should learn about and learn how to do during the first 2 years of their careers.

It includes sections on:

- behaviour management
- pedagogy
- curriculum
- assessment
- professional behaviours

In The Romero Catholic Academy, we are working towards the introduction of the Early Career Framework.

From September 2021, the government is funding an entitlement for all early career teachers to access high quality professional development at the start of their career. New teachers will now receive development support and training over 2 years instead of one. The offer for early career teachers includes:

- 2 years of new, funded, high quality training
- freely available [high quality development materials](#) based on the early career framework
- additional funding for 5% time away from the classroom for teachers in their second year
- a dedicated mentor and new training for these mentors
- funding to cover mentors' time with the mentee in the second year of teaching

We are taking a phased approach to introducing these reforms at The Romero Catholic Academy.

## 5. The role of the Induction Tutor

Induction tutors play an important role in the support and development of NQTs during the induction period and this professional relationship is key to the successful completion of the induction programme. The tutor will be the NQT's first-point of contact to provide support, guidance, advice and to address any concerns or difficulties as these arise.

The induction tutor will be responsible for ensuring the Romero Catholic Academy's standard induction and training programme is completed by the NQT. Further information on the requirements, including documentary requirements, of the induction can be found in The Romero Catholic Academy induction policy.

Alongside the standard induction, the induction tutor and the NQT will have an initial meeting to discuss the needs of the NQT, and the opportunities available within the Academy, during their induction period. This meeting should also be used to provisionally schedule the review discussions and outline a support programme to be used to aid the NQT's professional development.

## 6. Observations

Whether NQTs are reaching the required standard of teaching and are progressing as expected is difficult to evaluate without monitoring this in practice. Therefore, the NQT will receive a minimum of one lesson observation every half term. The initial observation will be scheduled during their first four weeks of teaching, with any further observations agreed in advance. The observation will usually be carried out by the induction tutor or a senior member of the department who will produce an observation report.

Following this observation, the NQT will be invited to a professional review meeting to discuss the report and any feedback provided by the observer. This meeting will provide the opportunity to discuss future objectives and make amendments to their progress plan, if necessary.

The Romero Catholic Academy also understands that the NQT may benefit from observing experienced and qualified teachers conducting lessons. Learning by observation is an important tool and we will encourage NQTs to make arrangements with their induction tutor to observe other experienced teachers. It is expected that these observations will take place in-school as we have a breadth of experienced teachers available. Alternatively, where appropriate, we will support and make arrangements for observations in local schools.

## 7. Professional Development Plan

It is our aim to provide the NQT with the support and opportunities to progress their development as far as possible. A plan will be agreed with the induction tutor to outline their programme for development. This particular plan will be created on an individual basis dependent on the particular needs, priorities and strengths of the NQT. It is envisaged that this plan will be put in place within the first four weeks of the NQT starting their induction period, or as soon as possible thereafter.

## 8. Formal Assessments

The NQT will be expected to attend three formal assessment meetings which will be scheduled for the end of each term. This meeting will be chaired by the induction tutor or the Principal. During this meeting, the following matters will be discussed:

- the observation report and notes of the professional review meeting
- how the NQT is progressing and finding their experience
- the assessment results for pupils the NQT has responsibility for
- the NQT's lesson plans, records and evaluations
- how the NQT will assess their performance and development
- the NQT's record of professional development.

After the second assessment meeting has taken place, the Principal will be required to complete an induction assessment form to indicate whether the NQT is making satisfactory progress.

Once the induction period has ended, the NQT will be formally assessed against the induction standards. The Principal will then be responsible for completing the final assessment form to notify the local authority whether the NQT has met the required induction standards.

## 9. At Risk Procedures

If any stage, the Senior Leadership team or induction tutor believes the NQT is encountering difficulties in their performance against the Teachers' Standards, the following procedures will be put into place.

- An expectation is established that the support provided will enable any weaknesses to be addressed.
- Recorded diagnosis of the exact nature of the problem and advice given on how to redress the problem.
- Agreed, attainable targets for action with specific and practical steps outlined for securing an improvement in practice.
- Experienced colleagues will model aspects of good practice so that the NQT can focus attention on particular areas of teaching through observation.
- The Principal should be notified as soon as possible. The Principal will have an obligation to notify the local authority of this.

## 10. Grievance

Where the NQT has concerns regarding their induction process, we would encourage them to raise this with their induction tutor on an informal basis initially to allow a timely resolution of these concerns.

Alternatively, should this not resolve the matter or the concerns are deemed more serious, the NQT can use the Romero Catholic Academy's formal grievance procedure to raise these. This procedure is outlined in more detail in our TRCA Grievance policy.

Where the NQT does not feel that their concerns have been addressed appropriately through internal processes, they should make further contact with their local authority.

## 11. Links to other policies

This NQT Induction Policy is linked to our:

- TRCA Code of Conduct
- TCRA Grievance Policy
- TCRA Staff Handbook

## 12. Monitoring and Review

- The Board of Directors delegate the implementation of this policy to the Academy Committee.
- This policy will be reviewed by CC2 Strategy, People and Organisational Development.