

The Abbey Primary School

Induction Policy (NQT Policy)

All members of the school community are valued and respected as individuals as well as members of the school team. It is important that all staff, teaching and non-teaching are inducted into the school team and are helped to gain a knowledge and understanding of the philosophy and ethos of the school, as well as routines and practices.

This policy outlines the programme, which will be used to induct any newly appointed staff. The Induction Programme forms the initial part of the school's Staff Development Programme.

The Induction Programme for newly appointed staff operates under the direction of the Headteacher.

An appointed Induction Co-ordinator also acts as an informal mentor, acting as a guide, supporter and advisor on a day-to-day basis as well as sharing planning on a weekly and termly basis. However, all other staff will also assist in integrating a colleague into the school team by willingly sharing experiences and ideas, helping in practical ways and offering support.

The Induction Programme

Aims:-

- To make all staff feel welcome and at ease in their new environment.
- To ensure the effectiveness and efficiency of all staff in their own role and within the whole school team.
- To enable new staff to understand the ethos of the school.
- To ensure there is a system of support in place.
- To enable new staff to become motivated and effective employees of the school as quickly as possible.

Documentation

Newly appointed staff will be provided with an Induction Checklist and Record (see appendices). This outlines all documents, policies and procedures newly appointed staff need for an effective induction.

In addition, newly appointed teachers will be given:-

- ✓ Staff Handbook
- ✓ Teaching & Learning Policy

Induction for experienced staff

All new experienced staff will be:

- Invited to visit the school before they take up post.
- Allocated a mentor.
- Met on their first day by their mentor/ line manager.
- Provided with copies of the Teaching & Learning Policy and the school's Staff Handbook and be expected to develop an understanding of them.
- Invited to meet with the Headteacher within their first week in post.
- Provided with an induction programme.
- Invited to a review of their induction after one month, three months and six months with their mentor/ line manager.
- Provided with an explanation of the school's performance management arrangements (see the school's performance management policy).
- Expected to contribute to the spirit and life of the school to ensure a conducive learning environment for all school members, students and staff.
- Allocated a line manager.

Induction for Newly Qualified Teachers

As well as the above, NQTs have additional arrangements.

NQTs are registered with the appropriate body in advance of the NQT taking up the post (currently The Northampton Town and County Teaching Schools Alliance). The appropriate body provides a named contact with whom they may raise any concerns about their induction programme.

The induction programme at the school consists of support, monitoring and assessment elements and NQTs are expected to engage fully in the programme. This programme must be personalised to meet the NQTs professional development needs.

All NQTs are allocated an Induction Mentor.

NQTs must observe experienced CTs, either in the school or in another school, where outstanding practice has been identified.

The Induction Mentor is responsible for the day to day management of the NQT's induction, and will meet with their NQT regularly to provide effective coaching and mentoring. The Induction Mentor reviews progress,

sets targets, and identifies support strategies with the NQT. Review meetings will be made in advance and a brief written record must be kept and these should indicate where development needs have been identified.

NQTs are regularly observed during their statutory induction period and this is undertaken by the Induction Mentor, a senior member of staff or an experienced teacher as appropriate. Reviews should be informed from evidence of the NQTs teaching. Objectives should be reviewed and revised in relation to the relevant standards and the needs and strengths of the NQT.

Three formal assessments and feedback will be undertaken during the NQT induction period. Evidence for the assessments will be gathered during the preceding assessment period and will relate to the relevant standards. These will be documented on forms that are sent to the appropriate body (The Northampton Town and County Teaching Schools Alliance) and must be signed by the NQT, Induction Tutor and Headteacher.

Each NQT has a reduced timetable of no more than 90%. This 10% reduction in timetable is to allow the NQT to undertake activities in their induction programme. This is in addition to the teaching and professional development time that all CTs receive in the school.

Each NQT has a planned programme to support professional development. In addition each NQT attends the University of Northampton NQT Induction Programme.

The Induction Mentor and school maintains a documented record of the NQTs induction, including plans, notes of meetings, records of monitoring and assessment activities including classroom observations, feedback comments, and professional development activities undertaken.

Newly Qualified Teachers who are not meeting the induction standards or making satisfactory progress towards them will develop, with the Induction Mentor, a detailed action plan. The school will increase the support necessary to implement the action plan within the available resources within the school.

Induction for Teaching Assistants

All new TAs will be:

- Invited to visit the school before they take up post
- Allocated a mentor (an experienced TA)
- Met on their first day by the SENCo
- Provided with copies of the Teaching & Learning Policy and the school's staff handbook and be expected to develop an understanding of them.
- Invited to meet with the Headteacher within their first week in post.
- Provided with an induction programme.

- Invited to a review of their induction after one month, three months and six months with their mentor/ line manager.
- Provided with an explanation of the school's performance management arrangements (see the school's performance management policy).
- Expected to contribute to the spirit and life of the school to ensure a conducive learning environment for all school members, students and staff.
- Allocated a line manager.