



## **HUTTOFT PRIMARY SCHOOL (Academy)**

### **NQT Policy**

Reviewed Autumn 2019

This Policy should be read in conjunction with our Staff Induction Programme which is designed to ensure appropriate guidance, support and continued professional development opportunities are offered to all new members of staff. The Staff Induction Programme extends over two terms and is provided through the SMT.

For our NQT's we provide:

- an identified school-based mentor/tutor
- opportunities to observe good practice both internally and externally
- opportunities to recognise and celebrate good practice
- opportunities to identify areas for development
- support with developing an overview of a teacher's roles and responsibilities
- access to a local TSA as the Appointing Body facilitating CPD, informal meetings with other NQT's and clear guidance towards meeting the standards.
- A welcoming and supportive environment

Our Governing Body will:

- give careful consideration prior to any decision to appoint an NQT, as to whether the school has the capacity to fulfil its obligations appropriately and effectively.
- be kept aware of and up to date with the NQT's Induction Programme and the outcomes of formal assessment meetings.

The Headteacher will:

- observe each NQT at least termly during the NQT year
- ensure the school's Induction Programme is set up and being followed
- provide 10% weekly non-contact time for the NQT (in addition to PPA)
- recommend to the Appointing Body whether an NQT has met the requirements for satisfactory completion of the NQT year
- observe and give written information to an NQT at risk of failing to meet the standards
- keep the governing body aware and up to date about the NQT's Induction Programme and the outcomes of formal assessment meetings

The NQT tutor/mentor will:

- provide support and guidance and the rigorous, but fair, assessment of the NQT's performance
- share targets from university/or other training body and review them at the end of Term 1.
- provide on-going support on a daily basis
- receive training for their role from a local TSA or university
- host regular meetings with the NQT involving subject leaders and other key staff where appropriate
- support the NQT in gaining experience and expertise in self-assessment/self-review
- retain copies of any meetings records

The NQT is responsible for:

- keeping their NQT file organised and up to date
- including in their NQT file – areas of strength and areas for development, evidence used to inform judgements, targets for the coming term, support to be provided by the school

At Risk Procedures:

If the NQT encounters difficulties with meeting the Teachers' Standards the following 'At Risk' procedure will be put in place:

- support provided to enable any weaknesses to be addressed
- recording 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 the NQT can focus attention on particular areas of teaching through observation
- early warning of the risk of failure will be given and the school's concerns communicated to the AB without delay.