



# **The Arthur Terry Learning Partnership**

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

**This policy was approved by the Trustees on 12/10/20**

**John Vickers..... Chair of Trustees**

**Adopted on 12/10/20**

**This policy will be reviewed annually on or before 31<sup>st</sup> October 2021**

## Contents

1	Introduction .....	3
2	Scope and purpose of this policy .....	3
3	Prior to starting induction .....	3
4	The induction period .....	4
5	Observation and assessment during the induction period.....	4
6	Leaving or joining part way through induction .....	5
7	Where there are concerns .....	6
8	Completion of the induction period.....	7
9	Right of appeal to the Appeals Body .....	8
10	Failure to complete induction and dismissal.....	8
11	General Principles Underlying This policy .....	8
12	Review of policy .....	9

(Note: Where reference is in this policy is to “Manager”, this will mean: CEO, Director of Education, Executive Team or Head Teacher.)

## **1 Introduction**

- 1.1 The Arthur Terry Learning Partnership (ATLP) offers induction to newly qualified teachers (NQTs). This policy sets out how the Trust aims to manage this personalised programme to support a newly qualified teacher during their induction, to satisfactorily meet the Teachers' Standards (the relevant standards) by the end of this period.

## **2 Scope and purpose of this policy**

- 2.1 This policy has been developed to comply with current relevant legislation and the statutory guidance 'Induction for newly qualified teachers (England)'.  
2.2 This policy does not form part of any employee's contract of employment and may be amended at any time.

## **3 Prior to starting induction**

- 3.1 The Trust will follow its Recruitment and Selection Policy in the recruitment of an NQT, including carrying out all relevant pre-employment checks and that the NQT has been awarded QTS. The NQT should provide evidence that they have QTS and are eligible to start induction.
- 3.2 The Trust will identify and agree an organisation to act as the appropriate body and will notify them of the appointment of the NQT. The appropriate body, who has the main quality assurance role within the induction process, will determine a start date for induction which will be agreed with the Trust and the NQT in advance. The appropriate body should provide the NQT with a named contact with whom to raise concerns that they are unable to resolve via their induction tutor (see 3.5, below), and will also notify the Teaching Regulation Agency (TRA) of the NQT's appointment.
- 3.3 The Headteacher will agree with the appropriate body whether or not the post that it is intended the NQT will serve induction in is suitable for this purpose, in order to facilitate a fair and effective assessment of the NQT against the relevant standards. This will include ensuring that the post:
- 3.3.1 provides the necessary tasks, experience and support to demonstrate satisfactory performance against the relevant standards;
  - 3.3.2 will not make unreasonable demands upon the NQT;
  - 3.3.3 will involve the NQT regularly teaching the same classes, normally within the age range and/or subject of the post that they have been employed to teach;
  - 3.3.4 involve similar planning, preparation and assessment processes to other teachers in the trust;
  - 3.3.5 will not present unreasonably demanding discipline problems on a day to day basis;
  - 3.3.6 will not involve additional non-teaching responsibilities without appropriate preparation and support.

- 3.4 The Trust will also ensure that there will be a reduced timetable of no more than 90% of other main pay range teachers to undertake induction activities. The NQT will agree with their induction tutor how best to use their reduced timetable allowance. This is in addition to the timetable reduction received for planning, preparation and assessment (PPA) time.
- 3.5 The Headteacher will appoint an induction tutor for the NQT with QTS, who has the necessary skills and knowledge to provide effective coaching and mentoring, and will ensure that they are appropriately trained and have sufficient time to carry out the role effectively. This role may be carried out by the Headteacher. The induction tutor will meet with the NQT at the start of the programme to discuss and agree priorities for their induction and will be responsible for day to day monitoring and support, and coordinating of assessment. If the NQT has any concerns about their induction programme, they should be raised with the induction tutor who will seek to resolve them.

## **4 The induction period**

- 4.1 The minimum length of the induction period will normally be one school year, or three school terms. Where the NQT has or is serving some of the induction period in another setting, or in non-standard settings such as in the FE sector, the appropriate body will determine the equivalence to one school year. The Trust will also follow the statutory guidance in relation to any special circumstances which may apply, to reduce or extend the induction period.
- 4.2 Where an NQT is part time, this will be the full time equivalent of one full school year. The Trust will agree with the appropriate body a fair length of induction for each NQT if appropriate, taking account of the NQT's working pattern.
- 4.3 Where an NQT applies for a post that is fixed term or temporary, posts of a minimum of one term or more may count towards the induction period.
- 4.4 Where an NQT is eligible to carry out short-term supply work, and is undertaking short term supply work of less than one term, this cannot count towards induction. However, if it becomes clear that short-term supply work will be extended beyond one term, an induction programme will be put in place. The start date of the induction programme cannot be backdated.

## **5 Observation and assessment during the induction period**

- 5.1 Monitoring and support will take place throughout the induction period. This will be personalised to meet the professional development needs of the NQT. This will include formal and informal observations and learning walks. It will include ongoing support and guidance from the induction tutor, the NQT observing experienced teachers either in this Trust or another appropriate institution where effective practice has been identified and the following, which the NQT should keep track of and participate in effectively:
- 5.1.1 The induction tutor or another suitable internal or external person with QTS will regularly observe the NQT's teaching against the relevant standards, normally on a half termly basis. Following observation, the observer will give advance notification to meet with the NQT to provide prompt and constructive feedback and a written record will be made of the feedback given at the meeting. Any development needs will be identified.
- 5.1.2 The induction tutor will review the NQT's progress based on the evidence of their teaching, normally on a half termly basis, and as a result objectives may be reviewed to take account of the needs and strengths of the NQT. The NQT should record evidence

from their practice towards objectives and any agreed steps to support them in meeting those objectives.

5.1.3 A formal assessment will normally be carried out on a termly basis, as near to the end of each term as possible, by the Headteacher, member of the senior leadership team or the induction tutor. The Trust will agree with the NQT exactly when these assessment dates will be. The assessment will use evidence gathered from the NQT's work as a teacher, from their induction programme during the preceding assessment period, and may require input from other colleagues as appropriate. Copies of the evidence used will be provided to the NQT and the appropriate body. Following the first and second assessment, the person carrying out the formal assessment will complete a formal assessment report showing an assessment of the NQT's performance against the relevant standards. The NQT will have an opportunity to add their comments to each of the formal assessment reports, which will then be signed by the induction tutor, the Headteacher (if they are not the induction tutor) and the NQT. The NQT will be provided with the original, which they should retain, and a copy will be sent to the appropriate body shortly after each meeting.

5.2 Performance will be assessed against the relevant standards throughout and at the end of the induction period, based on what can reasonably be expected of an NQT at that stage of their induction and taking in to account the work context, within that framework. As part of assessing performance throughout induction, the NQT should provide evidence of their progress against the relevant standards and participate fully in the agreed monitoring and development programme.

## **6 Leaving or joining part way through induction**

6.1 If an NQT joining the ATLP is part way through their induction period and has carried out part of their induction at another institution, the Headteacher will contact the NQT's previous appropriate body to:

6.1.1 Obtain copies of any assessment forms;

6.1.2 Establish how much induction time remains to be served.

6.2 If, as a result of 6.1 above, it is established that any concerns have been raised about the NQT's progress by previous employer(s), the Headteacher will alert the appropriate body of this Trust.

6.3 If an NQT is due to leave a post with the Trust after completing one term or more, but before the next formal assessment or the final assessment at the end of the induction period would have been carried out, then the Headteacher will complete an interim assessment before they leave in order to ensure that their progress since the last assessment is captured. This will include any concerns about progress which may have arisen (see paragraph 7, below).

6.4 If the induction period is extended by the appropriate body after completion, and the NQT leaves before completing the extension, the Headteacher will complete an interim assessment.

6.5 The Headteacher will notify the appropriate body that the NQT has left before completing induction, or if the induction period is extended and the NQT leaves before completing the extension.

## **7 Absences during the induction period**

- 7.1 If an NQT is absent during induction for a period of 30 days or more, the Headteacher will notify the appropriate body as soon as the absences total this number. The induction period will automatically be extended by the same number of total aggregate days of absence, as long as this extension can be served in the same setting. If the extension cannot be served at this setting for any reason, then the NQT would need to serve the minimum period of one term or equivalent in a new setting.
- 7.2 Paragraph 7.1 above does not apply to statutory maternity leave, in which case the NQT can decide whether or not to extend the induction period to reflect the number of days absent and it is recommended that they seek advice before deciding. If the NQT chooses to extend the induction period, this request will be granted and their performance will be assessed against the relevant standards.
- 7.3 Paragraph 7.1 above also does not apply to absences taken before 1<sup>st</sup> September 2021<sup>1</sup> related to the COVID-19 outbreak. Therefore, absences due to school closures, sickness or self-isolation before 1<sup>st</sup> September 2021, because of coronavirus, do not count towards the 30 days limit referred to above. However, if at the end of the induction period there are concerns that an NQT has not achieved the standards, who has had absences related to coronavirus and so has not had sufficient opportunity to demonstrate their ability to meet the standards, the Trust will consider what further support may be appropriate and/or whether to recommend an extension to the period, to allow the NQT further time to do so, in line with paragraphs 8 and 9.4 below.

## **8 Where there are concerns**

- 8.1 If it becomes apparent during the induction period that the NQT is not making satisfactory progress, the Trust will inform the appropriate body and meet with the NQT at an early stage, to make them aware of where they need to improve their practice. This meeting can take place at any time during the induction period. The meeting will:
- 8.1.1 make clear the areas in which improvement is needed;
  - 8.1.2 give the NQT the opportunity to comment on and discuss the concerns;
  - 8.1.3 find out if there are any issues (both in or outside of work) that are affecting their performance that the induction tutor or another appropriate person can assist with or provide support;
  - 8.1.4 put in place additional monitoring and any support that will be provided to help address the specific areas and improve their performance;
  - 8.1.5 set appropriate objectives to guide the NQT towards satisfactory performance against the relevant standards;
  - 8.1.6 make clear how, and by when, progress will be reviewed, giving every opportunity for improvement.

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<sup>1</sup> The regulations amended existing provisions so that absences related to COVID-19 taken before 1<sup>st</sup> September 2020 would not count towards the 30 day limit. Further regulations were laid in August 2020, so that subject to parliamentary procedures, absences related to COVID-19 taken before 1<sup>st</sup> September 2021 will not count toward the 30 day limit.

- 8.2 If at the next formal assessment point (if this is not the final assessment), there are still concerns about the NQT's progress despite the additional monitoring and support measures put in place, the Headteacher will discuss the following with the NQT, brief details of which will be included on the formal assessment report:
- 8.2.1 the identified weaknesses and the evidence used to inform the judgement;
  - 8.2.2 give the NQT the opportunity to comment on and discuss the concerns;
  - 8.2.3 the agreed objectives previously set and review progress, either by setting new and clear objectives or by updating current objectives;
  - 8.2.4 the additional monitoring and support put in place and put in place any further monitoring and support that will be provided to address the specific areas and improve their performance;
  - 8.2.5 details of the improvement plan for the next assessment period;
  - 8.2.6 the consequences of failure to complete the induction period satisfactorily.
- 8.3 If the next formal assessment point due is the final assessment, the meeting outlined at 8.2 above will normally take place prior to the final assessment, however discussion regarding the updating of or setting new objectives, additional monitoring and support to be put in place and the improvement plan will take in to account the current stage of induction and the period of time remaining until the final assessment.
- 8.4 If the concerns about the NQT's progress are very serious, the Trust may instigate formal capability proceedings in line with the Capability Policy, which may lead to dismissal before the end of the induction period. The induction process set out in this policy will continue alongside the capability procedure and the Trust will inform the appropriate body. This will not prevent the NQT from completing induction at another institution, as the NQT will not have completed a full induction period in order for a decision to be made by the appropriate body whether or not the NQT has failed to satisfactorily complete induction.

## **9 Completion of the induction period**

- 9.1 A final assessment will normally be carried out at the end of the induction period, by the Headteacher or the induction tutor. The Trust will agree with the NQT exactly when this assessment date will be. The assessment will use evidence gathered from the NQT's work as a teacher and from their induction programme during the preceding assessment period, and may require input from other colleagues as appropriate. Any judgements made will relate to the relevant standards, based on what can reasonably be expected of an NQT by the end of their induction period, and taking into account the work context, within that framework. Copies of the evidence used will be provided to the NQT and the appropriate body.
- 9.2 Following this final meeting, the person carrying out the formal assessment will complete a final assessment form which will include a recommendation to the appropriate body as to whether the NQT's performance against the relevant standards is considered satisfactory, unsatisfactory, or whether an extension should be considered.
- 9.3 The NQT will have an opportunity to add their comments to the final assessment report, which will then be signed by the induction tutor, the Headteacher (if they are not the induction tutor) and the NQT. The NQT will be provided with the original, which they should retain, and a copy will be sent to the appropriate body within 10 working days of the final assessment meeting.

- 9.4 The appropriate body will make the final decision as to whether or not the NQT's performance against the relevant standards is satisfactory within 20 working days of receiving the final assessment report from the Trust, drawing on the recommendation of the Headteacher made in the final assessment report and all available evidence. They will then notify the NQT and us of the decision in writing, within three working days of making the decision. The decision will either be that the NQT:
- a. Has performed satisfactorily against the required standards and so has completed their induction period; or
  - b. Requires an extension of the induction period; or
  - c. Has failed to satisfactorily complete the induction period.
- 9.5 If the decision is to extend the period of induction or that the NQT has failed their induction period, the appropriate body will also notify the TRA within three working days.

## **10 Right of appeal to the Appeals Body**

- 10.1 If the appropriate body extends the induction period or decides that the NQT has failed to satisfactorily complete the induction period, the NQT has the right of appeal against that decision within 20 working days of the decision to the Appeals Body, which is the Teaching Regulation Agency. The appropriate body will inform the NQT of their right of appeal and how to exercise that right.

## **11 Failure to complete induction and dismissal**

- 11.1 Failure to complete the induction period satisfactorily means that the NQT is longer eligible to be employed as a teacher in a relevant school, which includes maintained schools and non-maintained special schools.
- 11.2 The Trust has decided to follow the principle of the Regulations in relation to an NQT who has failed induction working in a relevant school and apply them to the Trust. An NQT will normally be dismissed who has failed induction:
- 11.2.1 Within 10 working days of the NQT giving notice that they do not intend to exercise their right to appeal; or
  - 11.2.2 Within 10 working days from when the time limit for making an appeal expires, without an appeal being brought; or
  - 11.2.3 Within 10 working days of being told the outcome of an appeal where an appeal is heard and the outcome of the appeal is that the NQT is judged as having failed induction.

## **12 General Principles Underlying This policy**

- 12.1 Confidentiality
- 12.1.1 The induction process will be treated confidentially and the Trust will ensure that arrangements are in place to facilitate this, including the secure transfer of data between the Trust and the appropriate body. Information relating to an NQT's



induction process will only be shared with those directly involved in the induction process, and the governance board on request for a general report on progress, on a termly basis.

## 12.2 Consistency of Treatment and Fairness

12.2.1 The ATLP are committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including the duty to make reasonable adjustments for disabled employees. The Academy Trust is aware of the guidance on the Equality Act 2010 issued by the Department for Education.

## 12.3 Retention and data protection

12.3.1 The board of trustees and Headteacher will ensure that all written induction records are retained in a secure place, for a minimum of six years. As part of the application of this policy, the Academy Trust may collect, process and store personal data in accordance with the data protection policy. The Trust will comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). Records will be kept in accordance with the [Workforce Privacy Notice], the [Retention and Destruction Policy] and in line with the requirements of Data Protection Legislation.

## 13 Review of policy

13.1 This policy is reviewed annually by the Trust in consultation with the recognised trade unions. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.