

Newly Qualified Teachers' Support Materials

Name: _____

School: _____



Aide Memoire for Induction

Term 1

Activity	Outcome	Dates(s)	Evidence
Induction Day for NQTs, prior to start of term (if possible)	<ul style="list-style-type: none"> Receive school handbook and timetable 		
Initial discussion between induction tutor and NQT	<ul style="list-style-type: none"> Complete discussion summary sheet 		
Discuss Career Entry and Development Profile (CEPD) and begin to complete (or set up equivalent school paperwork)	<ul style="list-style-type: none"> Transition Points One and Two complete 		
Arrange staff development activities arising from CEPD	<ul style="list-style-type: none"> Arrange dates for activities 		
Arrange attendance at Welcome Event	<ul style="list-style-type: none"> NQT to attend meeting Key information regarding Induction 		
One (or more) lesson observation with specific focus	<ul style="list-style-type: none"> Feedback and discussion between NQT and observer 		
One (or more) lesson observation by NQT of another teacher	<ul style="list-style-type: none"> Discussion of lesson between NQT, teacher and tutor 		
Attend network meetings/training appropriate to subject/phase	<ul style="list-style-type: none"> Discuss with tutor and consider impact on practice 		
Professional Review Meeting informed by lesson observation	<ul style="list-style-type: none"> Meeting summarised with written notes Activities arranged with dates 		

Half Term

Activity	Outcome	Date(s)	Evidence
One (or more) lesson observation with a specific focus	<ul style="list-style-type: none"> Complete lesson observation form Feedback and discussion between NQT and observer 		
One (or more) lesson observation by NQT of another teacher	<ul style="list-style-type: none"> Discussion between NQT, teacher and tutor 		
Discuss priorities from Transition Point One in relation to priorities at Transition Point Two	<ul style="list-style-type: none"> NQT engaged in planned activities 		

Induction arrangements will be monitored as part of the Local Authority via Partners in Learning statutory responsibility for quality assurance. Schools selected for this procedure will be notified individually.

Aide Memoire for Induction

Term 2

Activity	Outcome	Date(s)	Evidence
One (or more) lesson observation with a specific focus	<ul style="list-style-type: none"> Complete lesson observation form Feedback and discussion between NQT and observer 		
One (or more) lesson observation by NQT of another teacher	<ul style="list-style-type: none"> Discussion of lesson Written notes of any salient points 		
Professional Review Meeting informed by lesson observations <ul style="list-style-type: none"> Review Priorities Arrange activities arising from review 	<ul style="list-style-type: none"> Summarise meeting with written notes 		

Half Term

Activity	Outcome	Date(s)	Evidence
One lesson observation with specific focus related to outcome of last meeting	<ul style="list-style-type: none"> Complete lesson observation form Feedback and discussion between NQT and observer 		
One lesson observation by NQT of another teacher	<ul style="list-style-type: none"> Discussion of lesson Written notes of specific points 		
Self-assessment by NQT	<ul style="list-style-type: none"> Clear understanding of progress 		
Professional Review Meeting informed by lesson observations <ul style="list-style-type: none"> Review priorities / targets Arrange activities arising from review 	<ul style="list-style-type: none"> Written notes of meeting Update objectives Arrange dates for activities 		
Within final 2 weeks of Term 2 Second Summative Assessment Meeting The NQT's progress towards meeting the Teachers' Standards	<ul style="list-style-type: none"> Complete Assessment Form Term 2 Send to PiL by e-mail within 10 working days of meeting) Keep notes of meetings and check list (if used) 		

<p>Within final 2 weeks of Term:</p> <p>Final Assessment Meeting to determine whether the NQT has met all of the requirements for the satisfactory completion of the Induction Period</p>	<p>Complete 'Final Term Assessment Form'</p> <ul style="list-style-type: none"> • Send to PiL NQT Induction Admin Team • PiL decision within 20 working days • PiL sends data to National College of Teaching and Leadership 	<p>Within 10 working days of completion</p> <p>Within 20 working days of completion</p>	
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- As part of the LA's statutory responsibility arrangements for induction may be monitored
- The school must keep written records on NQTs for six years
- The school must send the NQT Induction Summary Statement to the NQT Administrator within 10 working days of the final meeting

Support Materials

Transition Point Two - Self-Assessment/Points for Discussion

Have you:

- Considered background information about your new school and pupils?
- Prepared for your discussions with your induction tutor, deciding how to share your CEPD and other supporting information with them?
- Engaged in productive discussion and negotiation with your induction tutor?

Questions to consider	Response	Evidence
<p>At the moment, what do you consider to be your most important professional development priorities during your induction period?</p> <p>Why are these issues the most important for you at this time? In thinking about this, consider:</p> <ul style="list-style-type: none">• Your responses at Transition Point 1• The post in which you are starting your induction period• Any feedback you have already had from your induction tutor or other colleagues• Your self review against QTS and Induction Standards		

Support Materials

Transition Point Two - Self-Assessment/Points for Discussion

Questions to consider	Response	Evidence
<p>How would you prioritise your needs across your Induction period? What do you feel should be the short-term, medium-term or long-term priorities? What is your reasoning for prioritising in this way?</p> <p>What preparation, support or development opportunities do you feel would help move forward with these priorities?</p>		

Summary of Discussion at Transition Point Two

- Discuss Transition Point One of NQT's Career Entry and Development Profile
- Agree initial targets and record on action plan (Transition Point Two)
- Set dates for lesson observation (within first 4 weeks)
- Set dates for first professional review meeting (to take place before half term)

Signed (NQT):Date:.....

Signed (Induction Tutor):..... Date:.....