

## **NQT Induction Services**

Norfolk Appropriate Body (NAB) for NQT induction continues to offer schools a support package that provides a robust structure of support, advice and guidance throughout induction including the following:

### **Service provision for Schools and NQTs for the academic year 2015/16**

<b>NQT Induction Support, advice &amp; guidance charge £235/term/NQT</b>
<b>Training</b>
<p><u>Term One – full day</u> An introductory workshop</p> <p><u>Term Two – half day</u> Well being workshop.</p> <p><u>Term Three – half day</u> Next Steps</p> <p><u>Training for Induction tutors/mentors</u> A half days introductory training covering statutory requirements, roles and responsibilities, completing assessments and dealing with difficult situations.</p>
<b>The Core Package</b>
<ul style="list-style-type: none"> <li>• NQT Manager online system for managing the administration of induction</li> <li>• Suite of resources available on NQT Manager to support NQTs, Mentors and Head teachers</li> <li>• Liaison with key stakeholders including local Training Providers, HR, Higher Education Institutions, Union representatives and Educate Norfolk.</li> <li>• Dealing with queries and offering advice and guidance</li> <li>• Providing data to National College for Teaching and Leadership (NCTL)</li> <li>• Carrying out routine checks and Quality Assurance visits in accordance with statutory regulations.</li> <li>• Making and communicating decisions and recommendations regarding the successful completion, reduction or extension of the induction period.</li> <li>• Providing access to up-to-date guidance documents, website and newsletters</li> <li>• Support for <b>vulnerable</b> NQTs.</li> <li>• NQT panel to oversee Quality Assurance and support for vulnerable NQTs.</li> <li>• Completing the 'sign-off' process</li> </ul>

<b>Additional Support for vulnerable NQTs</b>
<p>For those NQTs who need a higher level of support we can facilitate a personalised programme of support which might include any of the following;</p> <ul style="list-style-type: none"> <li>• An initial visit to determine level of support</li> <li>• Additional follow up visits as necessary</li> <li>• Arranging specialist support and guidance as appropriate</li> <li>• An evaluation visit and/or lesson observation from an independent specialist.</li> <li>• Liaising with Training Providers, Higher Education Institutes, HR and Union Representatives, as appropriate</li> </ul>

<b>Annual Celebration</b>
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A celebration will be held at Top of the City, Norwich City Football Club to celebrate the success of our Newly Qualified Teachers. Invitations will be sent out early in the Summer Term with full details.
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**How to purchase services**

Schools who want to retain the County as the Appropriate Body will be invoiced/journalled £235/per term for each NQT registered with us.

Concessions for Schools with more than five NQTs

Schools are charged £235/NQT/term for up to five NQTs. Schools with over five NQTs will receive a 10% reduction for each additional NQT.

**CPD Opportunities 2015/16**

In addition to training offered as part of our core package we also provide CPD opportunities with a huge range of courses and professional networks on offer, details of which can be found at:

[Services for Schools](#)

We look forward to providing NQT services to your institution and should you or your NQT Induction Co-ordinator have any queries please contact:

**Denise Beckett** on 01603 638003 or email: [denise.beckett@norfolk.gov.uk](mailto:denise.beckett@norfolk.gov.uk)