

Norfolk Appropriate Body (NAB) QA: Self-Assessment Checklist for Schools

Name of School:		
Statement	Yes/No	Comments
1. The school/college has a policy for NQT Induction		
2. The school /college views the post as suitable for induction and the NQT has an 'upfront' contract of at least a term. (2.17)		
3. The NQT has been provided with a job description which does not make unreasonable demands on them. For example- no acute or especially demanding discipline problems on a day-to-day basis; no additional non-teaching responsibilities unless appropriate preparation and support is given. (2.17)		
4. The NQT has a designated Induction Tutor who is confident to make focused observations and provide relevant feedback. Has the tutor attended training? (2.34; 2.35)		
5. 10% release time has been arranged for the NQT to undertake induction-related activities (in addition to PPA time). This also applies on a pro-rata basis to those NQTs on part-time contracts (2.19)		
6. Induction roles and responsibilities have been discussed and made clear to all staff involved in the process		
7. The NQT is fully aware of the induction arrangements and mechanisms through which professional concerns can be raised in the school/college and with the Local Authority (2.45)		
8. The school/college is aware of the need to contact the Appropriate Body (ie Norfolk Appropriate Body) if there are key concerns about the NQT(s) performance (Section 4)		
9. Any evaluations from the NQT's ITT provider/ route into teaching have been used to inform discussion about the NQT's CPD priorities and programme of support and monitoring		
10. The NQT's induction programme has been formalised and includes clear objectives, review dates, support and professional development opportunities (2.34)		
11. The NQT's teaching has been/will be formally observed, discussed and recorded within the 1 st 4 weeks and at least every half-term thereafter (pro-rata for part-time NQTs) (2.36; 2.37)		
12. The NQT has / will have opportunities to observe other teachers		
13. Time has been identified for regular (at least half-termly) formal progress review meetings between Induction Tutor and NQT (2.34)		
14. Arrangements are in place for the NQT to be assessed against the Teachers' Standards (2.38)		
15. Arrangements and timescales for uploading the assessment reports to the Appropriate Body are understood. All staff are clear about how to add digital signatures. (2.39-43)		
16. Use is being made of Norfolk's Induction documents		
17. The school/college has ways of ensuring consistent and equitable Induction provision for each NQT		
18. Means of recording review meetings, observations and other induction activities are in place. (2.34)		
19. Notes from meetings and lesson observations are jointly signed, dated and copied to the NQT		
20. Overall, the school/college is providing a suitable induction programme which reflects the DCSF statutory guidance		