

NQT Induction Services

The Appropriate Body along with the Head teacher/Principal is jointly responsible for the supervision and training of the NQT during induction and has the main quality assurance role.

Service provision for Schools and NQTs for the academic year 2014/15

NQT Induction Support, advice & guidance charge £235/term/NQT
Training
<u>Training for NQTs</u> Termly workshops will be offered as follows; <u>Term One – full day</u> An introductory workshop covering those areas found to be crucial to NQTs during induction including; statutory requirements; roles and responsibilities; networking with peers; looking after your well-being. <u>Term Two – half day</u> Often a difficult term for NQTs, we have decided to offer a half day session to give NQTs an opportunity to share practice and network with peers and colleagues from different settings. The session will also consider managing relationships and building resilience. <u>Term Three – half day</u> A chance to reflect on next steps, consider future challenges within the profession and receive advice and guidance on continued professional development. <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. It is recommended that ALL new mentors attend, otherwise you can attend as often as you like to make sure practice is kept up to date at all times. Spring Term training dates: <u>NQT Workshops</u> Tues 3 rd Feb 2015 – 09.30 – 13.00 – NPDC Thurs 5 th Feb 2015 – 09.30 – 13.00 – West Norfolk PDC Fri 13 th Feb 2015 – 09.30 – 13.00 – NPDC Mon 2 nd Mar 2015 – 09.30 – 13.00 – NPDC Thurs 5 th Mar 2015 – 09.30 – 13.00 – NPDC <u>Essential Training for NQT Induction Tutors/Mentors</u> Mon 16 th Mar 2015 – 9.00 – 12.00 & 13.30 – 16.30 – NPDC Tues 17 Mar 2015 – 09.30 – 12.30 – West Norfolk PDC <u>Plenary for NQTs finishing Induction Spring Term 2015</u> Tues 10 th Mar 2015 – 09.30-12.30 – NPDC

Training can be booked via [NQT Manager](#)

The Core Package

- Access to the NQT Manager database for registration, access to resources and reporting
- Administration of NQT Manager
- Liaison with key stakeholders i.e.; Training Providers and Higher Education Institutions.
- Dealing with queries and offering advice and guidance
- Providing data to National College for Teaching and Leadership (NCTL)
- Carrying out routine checks and Quality Assurance
- Making and communicating decisions and recommendations regarding the successful completion, reduction or extension of the induction period.
- Providing access to up-to-date guidance documents, website and newsletters
- Support for **vulnerable** NQTs.
- NQT panel to oversee Quality Assurance; vulnerable NQTs and agree applications for reduced or extended periods of Induction
- Completing the 'sign-off' process

Additional Support for vulnerable NQTs –

There will be no extra cost for this support

For those NQTs who need a higher level of support we will arrange a personalised programme of support which might include any of the following;

- An initial visit to determine level of support
- Additional follow up visits as necessary
- Arranging specialist support and guidance as appropriate
- Liaising with Training Providers and Higher Education Institutes as appropriate
- An evaluation visit and/or lesson observation from an independent specialist.

How to purchase services

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

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