

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 2014/15

NQT Induction Support, advice & guidance charge £235/term/NQT
Training
<p><u>Training for NQTs</u> Termly workshops will be offered as follows:</p> <p><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.</p> <p><u>Term Two – half day</u> Often a difficult term for NQTs, we are happy 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, managing workload and building resilience.</p> <p><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.</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. It is recommended 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. (Dates and booking available via NQT Manager.)</p>
The Core Package
<ul style="list-style-type: none"> • NQT Manager, the online system for managing the administration of induction • Suite of resources available on NQT Manager to support NQTs, Mentors and Head teachers • Liaison with key stakeholders including local Training Providers, HR, Higher Education Institutions, Union representatives and Educate Norfolk. • 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 visits in accordance with statutory regulations. • 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 and support for vulnerable NQTs. • Completing the 'sign-off' process

Additional Support for vulnerable NQTs
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: <ul style="list-style-type: none">• An initial visit to determine level of support• Additional follow up visits as necessary• Arranging specialist support and guidance as appropriate• An evaluation visit and/or lesson observation from an independent specialist.• Liaising with Training Providers, Higher Education Institutes, HR and Union Representatives, as appropriate

Annual Celebration
A celebration will be held at Holt Hall to celebrate the success of our Newly Qualified Teachers. Invitations to NQTs will be sent out early in the Summer Term with full details.

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 on [NQT Manager](#)

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 2014/15

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 www.schools.norfolk.gov.uk/nieascpd.

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



Norfolk Integrated Education
Advisory Services