



**NORFOLK APPROPRIATE BODY (NAB)  
Service Provision for  
NQT INDUCTION**

**For more information**

**[www.educatorsolutions.org.uk](http://www.educatorsolutions.org.uk) or call 01603 307710**

## **NORFOLK APPROPRIATE BODY (NAB)**

NAB has supported thousands of NQTs through induction. We work closely with local educational institutes, Schools and Academies to provide an up to date programme of support. Our service has been designed to support teacher recruitment and retention and meet local need by giving NQT's the best experience and support on offer.

**To meet our statutory obligations we** have a rigorous quality assurance programme to ensure compliance against the statutory regulations and support for vulnerable NQTs as follows:

- Support from a highly experienced, dedicated Adviser.
- Tracking progress to provide National College for Teaching and Leadership (NCTL) with all statutory data.
- Carrying out routine checks and quality assurance visits.
- Making and communicating decisions and recommendations regarding the successful completion, reduction or extension of the induction period.
- Completing the 'sign-off' process on behalf of Schools.
- Consulting with key stakeholders through a local NQT Board.

**NAB provides the following support package which offers a robust structure of support:-**

### **The Core Package**

#### **Introductory event for NQTs:**

NQTs starting in the Autumn Term attend a full days introduction. **Part I** covers all statutory regulations and paperwork. It is also possible to deliver this session in-house **Part II** offers a choice of workshops in a range of educational related topics. The day also allows time for networking. *NQTs who begin later or are unable to attend can receive an introductory visit from our Adviser.*

#### **Training for Mentors:**

To explain the statutory regulations, paperwork, compliance, roles and responsibilities. This session is delivered termly. It is also possible to deliver this session in-house.

#### **In addition:**

- Access to NQT Manager an online system for managing the administration of induction.
- Access to a suite of resources available on NQT Manager.
- Induction manual.
- Liaison with key stakeholders including local Training Providers.
- Annual celebration event.

**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 or all of the following:

- 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.

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**Before you can officially register your NQT** you need to have the following information:

- QTS number to make sure the NQT is eligible to start induction
- The NQT's last name and date of birth
- The NQT's post is suitable in accordance with statutory guidance 2.17

All schools/ institutions using Norfolk LA as the Appropriate Body need to register newly appointed NQTs on our electronic on-line system, [NQT Manager](#). NQT Manager is a paperless system for recording data securely, submitting assessments, accessing resources, raising alerts and managing NQTs during induction. NQT co-ordinators or head teachers can access the system by following this link: <https://norfolk.nqtmanager.com/Login.aspx>

## How to Purchase the Core Package

For each NQT registered with Norfolk Appropriate Body the cost is £235 per term.

### Concessions for Schools with more than five NQTs

Schools with over five NQTs will receive a 10% reduction for each additional NQT registered.

## New for 2016/17 - CPD Opportunities for NQTs

As a local provider of high quality CPD we are introducing the following workshops. These have been designed to improve effectiveness and build on knowledge to promote creative professional development for our NQTs. Workshops will be delivered in local venues across the County between 8am-10am. Details of dates and venues and booking via [NQT Manager](#).

English and Maths Deepen subject knowledge targeted at key areas. These sessions are planned to build on previous knowledge to improve effectiveness and raise standards.

Behaviour Management Learn and develop effective practical behaviour management skills through sharing practice under the direction of a skilled and experienced practitioner.

Subject Leadership Prepares you for subject leadership. Workshops will be help towards the end of the summer term.

### Costs

We are happy to be able to **subsidise** the costs of these workshops for those purchasing our Core Package at a nominal fee of **£25** per NQT, which includes a light breakfast. Charges for other Schools on enquiry.

In addition to training offered as part of our core package we also provide a huge range of courses and professional networks across the Education spectrum, details of which can be found at: [www.educatorsolutions.org.uk](http://www.educatorsolutions.org.uk).

Please contact the team if you have any questions.

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## What you told us we did well:

*“Good use of course content during the training courses which allows for constructive debates and thought provoking ideas related to the direction of education as a career and from a health and well-being standpoint.”*

*“Simple, concise & clear guidance provided underlining the requirements throughout the induction process.*

*Quality assurance visit to teaching institution monitored the school's role in providing high quality profession induction.”*

*“Always felt support by Denise Beckett if an issue had of arisen.”*

*“Electronic system for the process is fantastic.  
Reminders of due reports really useful  
Support when needed has always been provided”*

*“The online platform allows everything to be stored online and is easy to use. It's very helpful when trying to find guidance information and to book courses. When I've needed to speak to someone on the phone about an NQT I've been able to get in touch very quickly and easily.”*

*“The induction sessions for both new mentors and NQTs have been informative and supportive. As an Induction Tutor I have been grateful for the support I received when faced with a difficult position.*

For further information please contact:  
**Denise Beckett (Adviser NQT Induction)**



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