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**Professional Development  
Opportunities 2004/2005**

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**NEWLY QUALIFIED TEACHERS  
INDUCTION TUTORS**

**Z**

## ***Professional Development Opportunities for Newly Qualified Teachers and Induction Tutors 2004 - 2005***

### **BACKGROUND INFORMATION AND GUIDANCE ON BOOKINGS**

This year's training and development programme continues to provide a range of opportunities both for Newly Qualified Teachers (NQTs) and their Induction Tutors. The central training programme builds on the evaluations and findings from last year's courses.

It also takes account of the revised DfES guidance, the Career Entry and Development Profile (CEDP), and the new Induction Standards, all of which were introduced in 2003.

When booking places on the NQT courses there are a number of points it might be helpful to bear in mind:

- Bookings for courses should be negotiated and planned between the NQT and Induction Tutor, based on the NQT's identified needs and priorities
- Please note that some of our courses take place early in the Autumn term and places for these will need to be booked in good time. These courses are scheduled early in response to what NQTs say they feel they need at the start of their Induction Period.
- Some of our Norwich-based courses quickly become over-subscribed. In order to help secure a place and to avoid unnecessary disappointment, please book on-line through Norfolk Esinet or try to send in booking forms as early as possible, ***once the professional development needs of individual NQTs have been jointly identified and relevant course(s) have been found.*** You may also wish to consider the alternative venue of Kings Lynn, where many of the training sessions are also offered.
- It is our policy to provide confirmation of each booking made, in advance of the event. This is done for each individual activity. ***If you have not received such confirmation within two weeks of the event, please contact Kim Read or Karen Floyd to check that we have received and processed your booking.***

### ***Training opportunities for Newly Qualified Teachers***

Our central training programme is mostly phase-related, but focuses on the more generic professional development needs of NQTs. These courses are intended to help support and contribute to individuals' induction programmes which are drawn up in negotiation with their Induction Tutors.

The Advisory Service, as well as other training providers, offers a range of other courses which are not specific to NQTs, but which may be relevant to the professional development needs of individual NQTs and to their induction objectives. Details of these courses can be found in the INSET Opportunities folders and other documents in your school, and on our website.

([www.norfolkesinet.org.uk](http://www.norfolkesinet.org.uk).) For example, the KS3 Strategy team runs a wide range of subject-specific courses and teacher networks for secondary colleagues, some of which are specifically geared towards teachers at the start of their careers.

Since the vast majority of NQTs take up their posts in September and January, the main schedule of courses runs across the Autumn and Spring terms, to reflect the needs of NQTs in the earlier stages of their Induction Period. However, additional courses are also offered in the Summer Term to reflect the interests of NQTs as they begin to consider the next stage of their career. For example, we offer a course to primary NQTs on 'Preparing to become a subject leader' and repeat a course for secondary NQTs on 'The Effective Form Tutor'. This year we have also introduced a half-day session entitled 'Beyond Induction'. Details of other professional development opportunities for NQTs, such as working with Leading Teachers or Advanced Skills Teachers, have been circulated to all schools.

### ***'Welcome to Induction' sessions***

We are particularly keen to encourage Induction Tutors and NQTs to attend a welcome meeting/briefing session together early on in the Induction Period. This also provides an opportunity to meet colleagues from other schools who are involved in Induction. There is no charge for attending the sessions and refreshments are provided. Please use the normal booking form to request a place. *Please note that joint attendance by the NQT and Induction Tutor is normally expected at these sessions.*

### ***Training opportunities for Induction Tutors and Induction Managers***

We continue to offer courses to support key Induction staff. These aim to cater for colleagues who are new to Induction, as well as for those who already have experience in this area, but who wish to update their knowledge and skills, particularly in the light of last year's revised Induction documents and national Induction Standards.

Most of these courses are repeated each term to help meet the needs of those who take on the new roles during the course of the year, and also to reflect the fact that not all NQTs begin their Induction at the start of the Autumn Term. **The first of these courses is offered in July 2004.**

### ***School-based support***

Schools, or clusters of schools, may wish to consider arranging school-based support or training for their Induction Tutor(s) and/or NQTs. This can provide a cost-effective alternative where there are several NQTs and Induction Tutors in the same school, for example.

**Further information and guidance on providing effective Induction for NQTs can be found in our NQT Induction Support Packs. These are sent to**

**Headteachers, Induction Tutors and Newly Qualified Teachers once a school registers their NQT(s) with the Advisory Service.**

**Norfolk LEA's Esinet website ([www.norfolkesinet.org.uk](http://www.norfolkesinet.org.uk)) provides another source of information, guidance and support for those involved in NQT Induction. The relevant pages are located in the Staff Zone under the Professional Development section. There is also a navigation link to 'NQTs and Induction' on the Home Page.**

### **Contacts**

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## **NQT INDUCTION: PROFESSIONAL DEVELOPMENT PROGRAMME 2004 – 2005**

Date	Course Title	Client Group	Pri/Sec	Venue	Time	Ref No
<b>Summer/Autumn 2004</b>						
02.07.04	Using the Revised Induction Standards	Induction Tutor	Pri/Sec	NPDC	9.30-12.00	4DN004
13.07.04	New Induction Tutors	Induction Tutor	Pri/Sec	NPDC	All day	4DN005
13.09.04	Teaching Primary Science – Day 1	NQT	Pri	NPDC	All day	4DN006
13.09.04	Positive Behaviour Management	NQT	Sec	NPDC	All day	4DN007
14.09.04	Using the Revised Induction Standards	Induction Tutor	Pri/Sec	NPDC	9.30-12.00	4DN008
14.09.04	Positive Behaviour Management	NQT	Pri	NPDC	All Day	4DN009
15.09.04	New Induction Tutors	Induction Tutor	Pri/Sec	NPDC	All day	4DN010
17.09.04	Positive Behaviour Management	NQT	Pri	WNPDC	All Day	4DN011
22.09.04	New Induction Tutors	Induction Tutor	Pri/Sec	WNPDC	All day	4DN012
24.09.04	Using the Revised Induction Standards	Induction Tutor	Pri/Sec	WNPDC	9.30-12.00	4DN013
27.09.04	Welcome to Induction	Induction Tutor/NQT	Pri/Sec	WNPDC	4.00-6.30	4DN014
27.09.04	The Effective Form Tutor	NQT	Sec	NPDC	All day	4DN015
28.09.04	Welcome to Induction	Induction Tutor/NQT	Pri/Sec	NPDC	4.00-6.30	4DN016
30.09.04	Welcome to Induction	Induction Tutor/NQT	Pri/Sec	NPDC	1.00-3.30	4DN017
30.09.04	Welcome to Induction	Induction Tutor/NQT	Pri/Sec	NPDC	4.00-6.30	4DN018
01.10.04	Working with Support Staff	NQT	Pri	NPDC	All day	4DN019
04.10.04	Understanding SEN	NQT	Pri	NPDC	All day	4DN020
06.10.04	Working with Support Staff	NQT	Pri	WNPDC	All day	4DN021
11.10.04	Understanding SEN	NQT	Sec	NPDC	All day	4DN022
04.11.04	Teaching PE in the Primary Phase	NQT	Pri	Poringland Primary	All day	4DN023
08.11.04	Surviving Your First Year as a Science Teacher	NQT	Sec	NPDC	All day	4DN024
18.11.04	Working in the Foundation Stage	NQT	Pri	NPDC	All day	4DN025
24.11.04	Working in the Foundation Stage	NQT	Pri	WNPDC	All day	4DN026
26.11.04	Teaching PE in the Secondary Phase	NQT	Sec	Sprowston High	All day	4DN027

Date	Course Title	Client Group	Pri/Sec	Venue	Time	Ref No
<b>Spring 2005</b>						
10.01.05	Child Protection	NQT	Pri/Sec	WNPDC	All day	4DN028
12.01.05	Child Protection	NQT	Pri/Sec	NPDC	All day	4DN029
17.01.05	Positive Behaviour Management (repeat)	NQT	Sec	NPDC	All day	4DN030
18.01.05	Positive Behaviour Management (repeat)	NQT	Pri	NPDC	All day	4DN031
19.01.05	Understanding SEN (repeat)	NQT	Pri	NPDC	All day	4DN032
20.01.05	New Induction Tutors	Induction Tutor	Pri/Sec	NPDC	All day	4DN033
25.01.05	Welcome to Induction	Induction Tutor/NQT	Pri/Sec	NPDC	4.00-6.30	4DN034
27.01.05	Using the Revised Induction Standards	Induction Tutor	Pri/Sec	NPDC	9.30-12.00	4DN035
07.02.05 - 08.02.05	2-day residential – Time Mgt, Improving the Performance of Boys, Assessment for Learning	NQT	Sec	Barnham Broom	Two days	4DN036
09.02.05 - 10.02.05	2-day residential – Time Mgt, Developing Children's Thinking Skills, Assessment for Learning	NQT	Pri	Barnham Broom	Two days	4DN037
21.02.05	Working with Parents	NQT	Pri	WNPDC	9.30-12.30	4DN038
23.02.05	Working with Parents	NQT	Pri	NPDC	9.30-12.30	4DN039
07.03.05	The Key Stage 3 Strategy – Foundation Subjects	NQT	Sec	NPDC	All day	4DN040
10.03.05	Understanding SEN (repeat)	NQT	Sec	NPDC	All day	4DN041
11.03.05	Assessment in the Core Subjects at Key Stages 1 and 2	NQT	Pri	NPDC	All day	4DN042
14.03.05	Assessment in the Core Subjects at Key Stages 1 and 2	NQT	Pri	WNPDC	All day	4DN043
15.03.05	Teaching Primary Science – Day 2	NQT	Pri	NPDC	All day	4DN006
<b>Summer 2005</b>						
26.04.05	Welcome to Induction	Induction Tutor/NQT	Pri/Sec	NPDC	4.00-6.30	4DN044
27.04.05	New Induction Tutors	Induction Tutor/NQT	Pri/Sec	NPDC	All day	4DN045
25.05.05	Teaching Drama in the Primary Phase	NQT	Pri	NPDC	9.30-12.30	4DN046
25.05.05	Teaching Music in the Primary Phase	NQT	Pri	NPDC	1.30-4.30	4DN047
07.06.05	The Effective Form Tutor	NQT	Sec	NPDC	All day	4DN048
08.06.05	Preparing to become a Subject Leader	NQT	Pri	WNPDC	All day	4DN049
22.06.05	Preparing to become a Subject Leader	NQT	Pri	NPDC	All day	4DN050
27.06.05	Beyond Induction	NQT	Pri/Sec	NPDC	9.30-12.30	4DN051
08.07.05	Beyond Induction	NQT	Pri/Sec	WNPDC	9.30-12.30	4DN052