

INDUCTION AND PROBATION POLICY

ORIGINATOR: Jude Macdonald

SLT LINK: Stuart Williams

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POLICY ON NQT INDUCTION

Our aim is to give NQTs the best possible start in the profession by helping them to settle in quickly, to tackle new experiences and responsibilities with confidence, and to refine their teaching skills. The overall responsibility for the welfare of the NQT lies with the Executive Principal who nominates a member of the senior team, usually a Vice Principal, to work alongside a Professional Tutor to ensure effective provision. They are responsible for the overall provision, guidance and assistance offered to the NQT and for the organisation of a relevant induction programme.

THE NQT'S ENTITLEMENT:

- Weekly meetings with a named mentor.
- Targets, informed by the strengths and areas for development identified three times annually.
- A 10% reduction in the timetable for induction purposes.
- Opportunities to observe other teachers.
- A minimum of five observations throughout the year.
- A formal assessment meeting three times annually.
- An induction course including information and guidance on Federation procedures.
- The offer of an induction fortnight in the summer term prior to their taking up position.

DOCUMENTATION

The NQT's assessment form is completed at the end of terms 2, 4 and 6 and should have details of the progress they are making towards the Teacher Standards, where they need to focus their development for the coming term and support identified to ensure the latter.

Throughout the report, an overview of evidence should be included to explain the judgements made. These are likely to include:

- Checkpoint, Key Assessment, coursework marks and formal examination results for the NQT's classes.
- Information about liaison with others e.g. colleagues, SENCO and parents.
- The NQT's lesson plans, records and evaluations.
- The NQT's self-assessment and record of professional development.

CONCERNS REGARDING A TEACHER'S PROFESSIONAL DEVELOPMENT

The mentor and Professional Tutor should discuss any concerns regarding the performance of an NQT with the Executive Principal at a very early stage. The NQT should be given every

opportunity, through the setting of specific targets and implementation of a wide range of support strategies, to remedy the situation.

The Executive Principal should be kept fully informed of both concerns and progress. Records of all meetings with the NQT and a detailed support programme using the Federation Support Proforma should be used.

Concerns should be discussed with the appropriate body at the earliest opportunity. It must be made clear to the NQT that failure to meet the standards identified may mean that the NQT year is failed and the contract terminated. This must also be recorded in the assessment form and the support programme sent with it at submission.

A final assessment meeting will be used to determine whether or not the NQT has met all of the requirements for the satisfactory completion of the induction period.

STAFF INDUCTION AND PROBATION

All new employees have a 12 month induction and probation period in which additional support and regular feedback will be provided. Each new employee will be allocated a probation link from the Senior Team to lead on this process.

Where concerns are raised with the member of staff, targets for improvement and the nature of any support required should be set and agreed. During this period there will be regular meetings between the employee and their line manager, where progress towards agreed performance review targets will be reviewed.

If the line manager is not satisfied with progress, performance concerns will be dealt with in line with the Federation Staff Appraisal and Capability Policy.

The Executive Principal should be kept fully informed of both concerns and progress.

Successful completion of the induction period will be confirmed in writing by the Chief Finance Officer. Failure to complete the probation period successfully will be considered as grounds for the Executive Principal to consider dismissal.

NQTs will be subject to probation, which will run alongside their induction.