



Wychwood School

## **NEWLY QUALIFIED TEACHERS POLICY**

**Author: MC, SWD, AKJ**

**Review: November 2020**

**Date of Next Review: November 2022**

### **1. Introduction**

We welcome newly qualified teachers at Wychwood and recognise that they bring with them new ideas and fresh innovation into a small school. However, the initial year in a school where a member of staff may be the only teacher in that subject area presents some different challenges from those encountered in a larger school where there are experienced colleagues to advise and support within the same department.

All NQTs will receive formal support and guidance from an Induction Tutor, usually the Head or Deputy Head or an appropriately qualified experienced teacher who has undergone a specific training course. The ISTip programme for NQTs is carefully followed, with all meetings, observations and training opportunities recorded as detailed in the IStip Online support and induction management system. The Updated induction for newly qualified teachers (NQTs) 2018 is carefully followed.

In some circumstances, such as in the situation where the NQT's subject area is substantially different from that of the Induction Tutor, an additional Mentor, such as the Head of the Mathematics, Science or Modern Languages Department will also be appointed.

Although an NQT will not have the pastoral responsibilities expected of all other full time staff, s/he may be attached to a Form as a Progress Tutor for a small number of girls, working under the guidance of an experienced Form Teacher. Boarding duties will be undertaken with the support, guidance and leadership of a resident Housemistress.

Within a small school, however, there are advantages in that every pupil is well known by staff who are happy to support colleagues new to the profession. General advice and information on specific issues such as SEND or EAL can be sought informally on a daily basis within the staff room from specialist colleagues and the Senior Management team. NQTs play a full part in all staff meetings and their opinions and insights are valued.

In addition to their personalised Training and Induction programme, NQTs attend all meetings of the Induction Programme for all newly appointed staff as detailed in Appendix 1; meetings are usually conducted by the Deputy Head Pastoral though on occasions this might be delegated to a specialist colleague.

## **2. New Staff Induction: see Appendix 1**

## **3. NQTs , the GTC and IStip**

From 1999, all teachers with QTS must undertake the Induction Training programme, usually one year, if they wish to teach in the maintained sector and register with the GTCE. In 1999 the Independent Schools' Teacher Induction Panel (IStip) was established to provide statutory induction for newly qualified teachers wishing to teach in the independent sector.

NQTs who are employed at Wychwood are registered with IStip and Induction Tutors may attend relevant IStip Training courses. The qualifications of new staff should be confirmed by sight of a PGCE or QTS Certificate and certificates for each of the required tests – mathematics and literacy.

IStip must be informed and an NQT registered when starting Induction and an NQT must have the details of the appropriate named contact at IStip.

## **4. The Entitlement and Responsibilities of the NQT**

Each NQT will:

- be allocated a timetable with a protected 10% reduction which does not make unreasonable demands upon them, ensuring that they teach the age and subject range for which they have been employed.
- receive the support and guidance of an Induction Tutor and, if necessary, a Subject Mentor.
- be allocated a weekly allocation within the timetable for meetings with the Induction Tutor or other NQT business, such as meetings with specialist colleagues and other training needs.
- be observed at least half-termly, with feedback and follow-up discussion.
- have a Progress Review meeting at the end of each half term following the IStip guidelines and documentation.
- have a formal Assessment Meeting at the end of each Induction period (usually each term) following IStip guidelines and documentation.
- be given the opportunity to observe experienced teachers within the school.
- be allowed the opportunity to visit other schools to observe the teaching and learning of pupils of other age groups, gender or ability.
- be enabled to attend local and regional IStip Training Days and any other appropriate training course which the Induction Tutor and Headmistress deem to be desirable.
- actively keep a record of their CEPDDP, progress and any further professional development.

- be familiar with the Core or C Standards against which their capability will be assessed.

## **5. The Induction Tutor**

The Induction Tutor will:

- be an experienced member of staff who has been trained in the requirements of NQT Induction.
- be responsible for supporting and guiding the NQT to enable a smooth induction into the School and the teaching profession.
- create a personalised Induction timetable for each term which includes informal meetings, Progress Reviews and Assessments with any relevant external or internal training opportunities.
- produce written Minutes and notes of such meetings, on IStip documentation as required.
- make formal observations of teaching at least once every half term, providing verbal feedback and detailed, accurate, fair and constructive written feedback
- discern and enable any personalised training needs which become evident during the induction year.
- collate and store information and evidence on paper to attest to progress on the C standards.

## **6. The Head**

The Head is responsible for:

- ensuring that each NQT is provided with an appropriate Induction Tutor and Induction programme of monitoring, support, observations and training opportunities.
- making recommendations at the end of each Induction period to IStip based on the assessment procedures, which she has ascertained are rigorous and fair. The Assessment forms must be sent to IStip within ten working days of the formal Assessment Meeting.
- ensuring that the NQT receives a 10% reduction in timetable and protected time for NQT training.
- reporting to the Board of Governors to inform them of the Induction arrangements in place at the school.

## **7. Observations**

During the Induction period, the NQT will be observed at least once every half term, the first observation taking place within the first four weeks. The observations should be

followed by verbal feedback and formal, written feedback on the IStip documentation and relating to the C Standards.

NQTs should be given the opportunity to observe experienced teachers, both in Wychwood and in other schools with pupils of different age groups, gender or ability.

## **8. Formal Assessment Meetings**

There must be three formal Assessment Meetings, one at the end of each Induction period, which is usually a term. The IStip forms must be completed by the Headmistress and returned within ten days.

### **Appendix 1: New Staff Induction Programme**

On appointment, all new staff have an opportunity to meet informally their Head of Department, any Mentor which the Head may have designated, and other colleagues, and be given preliminary information about the School and the Schemes of Work. All new staff follow a formal induction programme as detailed below:

#### **a) Induction Day**

This is usually scheduled to take place before the Michaelmas Term or at a similar point in the case of staff appointment in the middle of an academic year.

All new staff are made aware of:

Key personnel and their roles and responsibilities:

- Senior Management Team

- Boarding Team

- Office staff and administration routines

School layout and emergency routines:

- Staff room areas and notice boards

- Door safety codes; position of classrooms and cloakrooms

- Accident and incident reporting

- First Aid and trained staff

- Fire exits and alarms; fire practice routines

- Maintenance reporting

School Calendar and term dates:

- Daily lesson timetable; Assembly times; Prep and Activities timing.

- Staff meeting times and dates

- Induction meeting dates

- Important events such as Open Evening or Parents' Evening

- Pre-term INSET days

School list, Form names and Form teachers:

- Important SEND or EAL information

- Vital medical information; medical list in Staff Room

There will also be opportunity to: complete any additional paperwork relevant to employment  
check they have necessary contact numbers and email  
addresses.

They will be given copies of: the Staff Handbook and Boarding Handbook if resident, which  
include many  
School Policies including Health and Safety with Risk Assessment, Safeguarding, Anti-  
Bullying, Teaching and Learning

#### **b) Safeguarding Training**

This will be given to all new staff, either on Induction Day or as part of INSET Training for all members of staff or on an individual basis if staff are appointed after the start of the academic year.

#### **c) School ICT Systems**

Appropriate induction and training will be given to enable all new staff to access the school computer system.

#### **d) Further Induction Meetings**

These will be conducted by the Deputy Head at regular intervals throughout the Michaelmas Term, either in an appropriate period during the timetable when all are free, during lunch times or after school.

The areas covered will include: School Council and the Constitution; alphas, majors and class discipline, Form representatives, Form meetings and weekly routines, Pastoral care, Senior Pastoral team, School Counsellor, Housemothers, Boarding activities, staff boarding duties, weekends, bedroom arrangements, Parents' Evenings; Open Evening, Special Educational Needs, Exam Access arrangements; Academically more able and talented, School Examination times and procedures; School Examination Officer and Examination Officer's role. School reports: routines and conventions, the Board of Governors; a general history of Wychwood.

A notable advantage of a small school, which has as a fundamental principle the importance of the individual, is that the Head, the Deputy Head, Heads of Departments, the Head of Boarding, members of the Senior Pastoral Team, Form Teachers and specialist SEND and EAL staff are always available to offer advice and support to new members of staff either on general matters or in relation to classes or individual girls.