



## **POLICY FOR THE INDUCTION OF NEWLY QUALIFIED TEACHERS**

On the appointment of a Newly Qualified Teacher, Chollerton First School will follow the new statutory arrangements for the Induction of Newly Qualified Teachers with particular attention to the following points:

An induction period of 3 terms will be followed

The Headteacher will inform Northumberland Education Authority if a NQT either joins or leaves the school

NQT's will have a teaching timetable of not more than 90%

Use of Standards Fund will allow appropriate support and assessment arrangements to be made

NQT's will have access to a designated person, the induction tutor (Headteacher)

The induction tutor will observe the NQT's classroom practice at least once each half term including the first four weeks in post

The induction tutor will follow each observation with feedback and draw up written short, medium and long term objectives in collaboration with the NQT. These are shared with the L.E.A.

NQT's will have opportunities to observe experienced teachers in Chollerton and in other schools where effective practice has been identified.

The 10% of teaching time not spent in direct teaching will be taken up with specific professional development activities

Three formal assessment meetings will take place during the NQT's induction period

- NQT's will be encouraged to express any concerns at these meetings (See DfEE Circular 5/99 for pattern of meeting and exemplar assessment forms)

The standards for determining whether a NQT has satisfactorily completed an induction period will be taken from Annex A, DfEE Circular 5/99

The Headteacher will keep the Governing Body informed about arrangements for the induction of NQT's in the school and the results of any formal assessment meetings.



## CHOLLERTON CHURCH OF ENGLAND AIDED FIRST SCHOOL

### **POLICY FOR THE INDUCTION OF NEW STAFF: TEACHING / NON-TEACHING**

#### **Rational**

In line with the school ethos outlined in Chollerton C.E. Aided First School Aims, all new staff will have access to specific induction processes when appointed.

All staff will be made fully aware of daily routines

All staff will be given access to school policy documents which are relevant to their post

All staff will be made aware of 'Keeping children safe in Education part 1 Guidelines.

All staff will be made aware of the Staff Code of Conduct.

All staff will be made aware of the school discipline procedure and the need for consistency at all times

All staff will be fully briefed on their duties and will be given planned and informal opportunities to discuss their progress and make specific enquiries about their role

All staff will be made aware of the support network which exists in school with individual "mentors" provided if appropriate

All staff will be made aware that any concerns should be addressed to the headteacher so that she is fully aware of any situation which arises in school

If the new employee has an issue regarding the headteacher, she should address her points to the Teacher Governor

All staff will be made aware of all health and safety and child protection procedures

Through the headteacher, all staff will be made aware of L.E.A. contacts which may be helpful in staffing, pay and personnel issues

All staff will be made aware of the complaints process via the governing body.

Date approved by the Governing Body:

Signed by a member of the Governing Body

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**This policy was reviewed:**

**Summer 2022**

**Date of next review:**

**Summer 2024**