

## **Appendix 1 Marish Academy Trust Induction Practice for Newly Qualified Teachers**

For Newly Qualified Teachers the Trust provides a programme of support, monitoring and assessment. The timetable for this programme is provided at a whole school level and but the provision is tailored to meet individual NQT needs.

### **Mentors**

Each Newly Qualified Teacher is provided with a mentor who will either be a named senior leader or experienced and skilled teacher. The mentor is responsible for the day to day management of the induction of Newly Qualified Teachers.

Mentors will be supported in their role by:

- being provided with information from the LA (or other registered body) and Trust, relevant to the induction process;
- being offered training provided by the LA other registered body) and Trust, on the role of the mentor to an NQT
- liaising the Associate Headteacher or Deputy Headteacher who have overall responsibility for the Induction of all Teaching and Learning staff in each trust school.
- monitoring and evaluation of the induction provision for NQTs and other staff, Trust wide undertaken by ALT and GB annually.
- Receiving feedback from the NQTs themselves in their comments and reports
- Asking for feedback from the school and from the LA (or other registered body) and Trust on the quality of their work.

### **Induction Process**

#### *Before and on arrival*

All NQTs are invited to visit the school before they take up post. If possible they will be employed for a period before they take up their NQT job. For example working on supply in the school or being employed from the 1<sup>st</sup> July ready for a September start.

At the first opportunity they will be introduced to both their assigned mentor and the school's induction co-ordinator and the Trust HR team.

All NQTs will be met on their first day by their mentor and the school induction co-ordinator.

All NQTs are provided with copies of Trust policies and the school's staff handbook, ideally before they arrive at school and are expected to develop their understanding of them.

All NQTs will meet with the Associate Headteacher or the Deputy headteacher responsible for the teaching and learning team within that school within their first week in post.

Having met the school's induction co-ordinator, the NQT will need to schedule a brief monthly meeting with them.

#### *During First Year*

At Marish Academy Trust all NQTs are expected to undertake their professional responsibility in striving to meet high standards .

The induction programme at each Trust school consists of support, monitoring and assessment elements and NQTs are expected to engage in the programme .

Each week the NQT will meet with their mentor to work on their targets and share any concerns.

Each NQT will be provided with 10% NQT Non Contact Time in addition to 10% PPA entitlement. Each NQT is responsible for ensuring that this time is used to the maximum effect. The induction programme we use for staff new to teaching is designed to induct them into the profession and into the school.

NQTs use the Career Entry and Development profile as a basis of planning the initial stages of their induction.

Each NQT develops with their mentor Tutor their own induction and support plan.

Each NQT is expected to maintain a professional record of their induction and professional development and start to construct a professional development portfolio.

NQTs will receive feedback on their strengths and areas for development. Mentors will review progress, set targets, and identifies support strategies with the NQT.

The mentor will support the NQT to maintain a documented record of the NQTs induction, including plans, notes of meetings, records of monitoring and assessment activities including classroom observations, feedback comments, and professional development activities undertaken.

All newly qualified teachers are observed teaching during their statutory induction period and this is undertaken by the mentor, a senior member of staff or an experienced teacher consultant as appropriate

Three formal assessments will be undertaken during the NQT induction period. These will be documented on forms that are sent to the LA and must be signed by the NQT, Mentor and Headteacher.

Newly Qualified Teachers who are not meeting the induction standards or making satisfactory progress towards them will be develop with the mentor a detailed action plan. The school will increase the support necessary to implement the action plan within the available resources within the school. As appropriate the LA (or other registered body) will be involved to ensure the action plan can be implemented.

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## **Appendix 2 Marish Academy Trust Induction Process for experienced staff**

### *Before and on arrival*

All experienced staff are invited to visit the school before they take up post.

At the first opportunity they will be introduced to both their assigned line manager and the school's induction co-ordinator and the Trust HR team.

All experienced staff will be met on their first day by their line manager and the school induction co-ordinator.

All experienced staff are provided with copies of Trust policies and the school's staff handbook, ideally before they arrive at school and are expected to develop their understanding of them.

All experienced staff will meet with their ALT team leader or the Executive headteacher within their first week in post.

Having met the school's induction co-ordinator, the experienced staff member will need to schedule a brief monthly meeting with them.

*During First Year*

At Marish Academy Trust all experienced staff are expected to undertake their professional responsibility in striving to meet high standards .

All experienced staff will be provided with an explanation of the Trust's performance management

arrangements (see the Trust's performance management policy) within which they will be expected to participate. Their line manager will discuss their Job description with each staff member.

For those on fixed term contracts, successful completion of the first term is a requirement for the contract to be renewed.

All experienced staff will be expected to contribute to the spirit and life of the Trust to ensure a conducive environment for learning for everyone, students and staff.

Experienced staff will receive feedback on their strengths and areas for development. Line managers will review progress, set targets, and identifies support strategies or training needs throughout the performance management cycle.

Any staff team members who are not meeting the required standards will have their performance managed through the performance management and appraisal procedure initially. However if this fails to improve the Trust may initiate a detailed support plan, disciplinary action or the capability procedure as appropriate.

### **Appendix 3 Marish Academy Trust Induction co-ordinator role and job description.**

The Induction Co-ordinator role at Marish Academy Trust is designed to support and complement not replace, the role of the Trust HR department and the staff member's line manager or mentor.

Each Trust school will appoint an internal induction co-ordinator in early 2014. This will be a permanent appointment and attracts remuneration of £500 per term. Each half term this role will also attract one afternoon (3hours) non contact time to complete administration related to induction role. Any other time needed will have to be taken outside school hours and charged as over time.

#### **The Induction Co-ordinator will:**

- Liaise weekly with HR team and contact any newly appointed staff prior to arrival at the Trust.
- Meet with any newly appointed staff on their first day or visit to the school and give them a tour of the school.
- Exchange email details and keep in touch with new staff on a daily basis in first week, then weekly and monthly after first term.
- Ensure that newly appointed staff have met with HR to sort out documents, salary, DBS etc
- Check that new staff member has an appointed line manager or mentor and that they have meet with them to set targets within first month.
- Ensure staff member has copy of Performance management policy, induction policy and relevant others and reads them.

- Ensure that newly appointed staff have read and understood staff handbook and procedures for notifying school of absence etc
- Ensure that newly appointed staff have met with Carol Conlon and understand safeguarding, ECM and inclusion procedures across the Trust.
- Arrange a way that the new staff can contact you as Induction co-ordinator should they need help.
- At the end of each half term produce a report for ALT on the numbers of new staff in the school which shows the date of arrival, attendance record and whether they have settled and are on track or if any issues.
- Continue to monitor any new staff for the first year of their service.
- Keep appropriate records and raise any concerns with HR or ALT member
- Run a half termly after school coffee/cakes event for all new members of the team, inviting an ALT member or two to these events.
- Ensure these events are well planned and invitations sent out at least one month in advance.
- Problem solve and use initiative to help people whenever possible.
- Be prepared to ask ALT or HR team to support new staff with extra training or support or help because of personal circumstances as necessary.