



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*

## NQT Policy

OBHP36

Policy owner: Director of Studies  
Date of issue: October 2018  
Date last reviewed: August 2022  
Next review due: August 2023

# NQT Policy

## Statement of Intent

This policy applies to all parts of Old Buckenham Hall School including the EYFS.

The aim of this policy is to ensure that all newly qualified teachers (NQTs) complete the required period of Induction in line with the arrangements stipulated by the Independent Schools Teachers Induction Panel (IStip). The NQT policy is intended to assist new staff at Old Buckenham Hall School to do what they have to do well and provide the support they need to achieve it. The school follows the current 'Statutory Guidance on the Induction of Newly Qualified Teachers (England)' Revised April 2018.

## Objectives :

- To put in place the necessary personnel and procedures to ensure that the induction process is completed fairly and rigorously.
- To make a recommendation to IStip that is based on rigorous and fair assessment, as to whether the NQT has met the induction standards at the end of the induction period.
- To provide adequate support and guidance to teachers entering the profession, to enable them to develop aspects of their practice in order to reach their full potential.

## STRATEGIES FOR IMPLEMENTATION

### The school:

- Will register the NQT with the Independent Schools Teacher Induction Panel (IStip) at the start of the first term in which the NQT is employed by the school.
- Will appoint an Induction Tutor for NQTs in both the Pre-Prep and Prep Schools. The role of the Induction Tutor is to co-ordinate the induction process, ensure that IStip procedures are followed and ensure that the NQT receives the necessary support and guidance to meet the Induction Standards by the end of his/her probationary year.
- Will designate an Induction Mentor to work closely with the NQT to support him/her in continuing to meet the Teachers' Standards. The Induction Mentor will normally be a more experienced teacher working within the same phase or department of the school.
- Will provide the NQT with a 10% reduced timetable.
- Will ensure that the NQT's job description does not make unreasonable demands upon him/her; does not demand that s/he teach outside the age range for which s/he is qualified and ensures that s/he teaches the same classes regularly.
- Will provide the breadth of experience needed to ensure that the NQT meets the induction requirements.
- Will keep the Governors of the school informed about arrangements for induction of NQTs in the school, and whether individual NQTs employed by the school have satisfactorily completed their induction period.
- Will follow the required procedures for any NQT who may be at risk of failing to complete the induction period satisfactorily. The Principal will observe his/her teaching and will inform him/her clearly in writing of the consequences of failing to make the necessary improvements. A copy of the termly report will be attached to this notification, and a copy of the notification will be sent to IStip.

## **The NQT:**

- Is required to engage fully with the induction process, identifying strengths and areas for improvement.
- Will work closely with the Induction Tutor to use their Career Entry and Development Profile (CEDP) and/or Action and Development Plan as the basis for their professional development, review and target setting.
- Will make him/herself familiar with the induction standards and ensure that their teaching meets these standards.
- Will keep a record of all professional development, monitoring and assessment.
- Will express any concerns about his/her induction to the Induction Tutor, the Senior Deputy Head, the Headmaster or to IStip.

## **The Induction Tutor:**

- Will ensure that the meeting appropriate support, monitoring and assessment takes place at appropriate times during the induction year.
- Will negotiate an individual programme of professional development, with clear objectives, based upon the NQT's Career Entry Development Profile where this is available.
- Will provide regular, well founded feedback to the NQT on his/her progress.
- Will arrange, conduct and minute the half-term review meetings with the NQT as part of his/her formative assessment, and the end of term assessment meetings as part of his/her summative assessment.
- Make formal observations of teaching at least twice every term and provide fair, accurate and constructive feedback.
- Maintain a written record of all support, monitoring and assessment that takes place in relation to the induction of each NQT.

## **ASSESSMENT AND REVIEW**

The Governors have been made aware of the contents of the DfE Induction for Newly Qualified Teachers (England) document and have read section 5.11 of the Statutory Guidance. The Board of Governors are kept up to date with induction arrangements and the results of formal assessment meetings. The Headmaster will inform the Governors about NQT progress at the Education Committee meeting every term. The Governors and Headmaster of the school will review these arrangements annually and ensure that the school is fulfilling its responsibilities to provide the necessary monitoring, assessment and support for NQTs.

## **Resources and links:**

Independent Schools Teacher Induction Panel (IStip)  
Chester House  
Fulham Green  
81-83 Fulham High Street  
London SW6 3JA  
Tel.: 020 3586 3136  
Website: <http://www.istip.co.uk>