

# nqt today

SEPTEMBER 2019

DESIGNED AROUND YOU



## Including:

- ▶ Information and Reminders – The first half term
- ▶ Celebrating Excellence
- ▶ SIPS new NQT Manager platform
- ▶ Upcoming NQT and Induction Tutor Training

**SIPS**

EDUCATION



## Happy New Year 2019/20

As we begin the new academic year I would like to take the opportunity to welcome you to SIPS who provide NQT statutory induction on behalf of your Appropriate Body (Sandwell MBC).

We are committed to providing both NQTs and Induction Co-ordinators/ Tutors with a high-quality induction programme that will ensure that you have the tools and support to have a successful induction.

All information regarding statutory requirements, resources to support induction and training is available on NQT Manager.



## Information and reminders – The first half term

### Following appointment of an NQT

If your NQT has not started at the beginning of term, organise a school visit to meet key staff, prior to taking up an appointment. Ensure NQT is provided with all necessary planning and policy documents and invite NQT to attend 'new staff induction' events.

### Within the first four weeks:

- ▶ Arrange a meeting to discuss Career Entry and Development Profile (they will have completed this at the end of their teacher training) regarding identified training needs
- ▶ Complete first generic action plan
- ▶ Arrange to meet NQT on a weekly basis to discuss progress
- ▶ Ensure NQT has met key staff and clearly understands school processes e.g. assessment, parents' evenings etc.
- ▶ Organise an observation of the NQT
- ▶ Plan how the NQT will use 10% release time (at least for first few weeks – after that please ensure it is done in advance rather than “what did you do in your NQT time”)
- ▶ Plan first professional review meeting – to take place by half term. When and where?



### **Portfolio of NQT Documentation**

This document details the evidence that should be kept/recorded. The documents should present the 'story of induction'.

### **Record of Professional Review**

Regular mentoring meetings with the Induction Tutor are a key element of the induction process. They help the NQT to feel well supported and enable the Induction Tutor to fulfill their statutory responsibilities.

All resources to support induction are available on NQT Manager.

**NQT Manager**  
[sips.nqtmanager.com](https://sips.nqtmanager.com)



## **Celebrating Excellence**

### **NQT Quality Mark – Aiming for Excellence in NQT Induction**

The Quality Mark seeks to promote high quality induction that goes beyond the statutory minimum requirements set out by Teaching Regulations Agency. It provides a systematic framework for recognising the elements that exemplify excellent NQT practice. A number of schools have used the Quality Mark as a mechanism for celebrating outstanding induction practice and as part of their recruitment and retention strategy.

Congratulations to the following schools who achieved their NQT Induction Quality Mark last academic year:

- ▶ St Michael's CE High School
- ▶ Brandhall Primary School
- ▶ King George V Primary School
- ▶ Causeway Green Primary School
- ▶ Moat Farm Junior Trust School
- ▶ Harvills Hawthorn Primary School

If you would like find out more about the review and assessment process, details are available in resources.





**“The level of support provided by SIPS for our NQT Induction Programme has been excellent. This incorporates the provision of appropriate documentation, training opportunities and support available for NQTs and Mentors.”**

## Good News

### NQT Manager

SIPS has invested in NQT Manager which is a web based online system that has the following benefits:

- ▶ Auto fill of NQT contract information when they fill in an assessment
- ▶ Easy access to old assessments when filling in new ones to see what was written previously
- ▶ Automated notifications when assessments are coming up and reminders if they are overdue
- ▶ Easy to save and come back to later
- ▶ Quick and easy access to view information about their NQT's induction year, for example when their next assessment is due, or when they are due to finish
- ▶ Easy access to Appropriate Body documents such as handbooks, guides to the standards etc.
- ▶ Completely online, so it's accessible from anywhere – home, school, coffee shops etc.
- ▶ Easy communication with SIPS as the Appropriate Body
- ▶ NQTs, tutors and head teachers all complete their parts of the assessment online and can see the other parts
- ▶ Easily update an NQT's details, change tutor etc. and the Appropriate Body will be automatically notified
- ▶ Automatic TRA Employer Access check during registration to ensure that NQTs have QTS
- ▶ Safe and secure
- ▶ Everything is stored permanently online for you – there is no need for printing or posting of assessments and registration forms
- ▶ Platform independent, so no matter what type of IT infrastructure your school operates, they will always be able to access and use the system





# Upcoming NQT and Induction Tutor training

Bookable via NQT Manager

(please note all course and network meetings for the year are also available)

## Get with the Beat

30 August 2019, 8:45 – 12:45



### Content Summary

- ▶ Psychology of behaviour management
- ▶ Understanding the basics of running a classroom
- ▶ Identifying and dealing with varying levels of disruption
- ▶ Top ten strategies for running a classroom to ensure that pupils are getting the most from their lessons

## New Induction Tutor Training

12 September 2019, 13:30 – 16:30



### Content Summary

- ▶ This course is planned to enable new Induction Tutors to be ready to undertake the important statutory duties and give their NQT the very best start to their career.

## Refresher Induction Tutor Training

13 September 2019, 13:30 – 16:30



### Content Summary

- ▶ This session is planned to provide an update and refresher course for experienced induction tutors who have not recently supported NQT Induction. The course will focus on the revised procedures for supporting and documenting the statutory induction processes.



## Induction Tutor Networks

### NQT Primary Induction Conference

4 October 2019, 8:30 – 15:30



### Content Summary

- ▶ The conference provides the opportunity to formally welcome Newly Qualified Teachers and to clarify the monitoring, support and assessment of the induction year.
- ▶ Identify strategies for meeting the induction standards and exploring the professional development opportunities available to Newly Qualified Teachers
- ▶ Network with other Newly Qualified Teachers
- ▶ Workshop sessions focusing on effective teaching and learning and pupil well-being



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