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NQT POLICY

Updated	April 2017
Approved by Principal/Rector	Yes
Review Date	April 2019
Key Staff	NQTs and staff responsible for training
Lead Staff for Review	VP



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1 Aim

The aim of the NQT Policy is to ensure that newly qualified teachers (NQTs) complete induction in accordance with the guidelines established by The Independent Schools' Teacher Induction Panel (ISTip) and the statutory guidance "Induction for newly qualified teachers (England), Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies" Revised December 2016. Satisfactory completion of the induction does not confer any additional qualification or formal status but it does enable the NQT to seek teaching posts in maintained schools.

2 Appointment/Before Arrival

In the interval between a new member of staff accepting a post and taking it up he/she should visit the school at least once in order to:

- Provide evidence of the PGCE certificate (or its equivalent).
- Provide evidence of the QTS certificate.
- Provide evidence of the three mandatory skills tests (where appropriate).
- Consult with the Head of Department/Dean for the subject areas in which he/she will be working and agree on the classes/ levels to be taught. These must cover at least two key stages.
- Meet the other teaching staff in the department(s).
- View the classrooms and other areas where s/he will be teaching.
- Receive copies of schemes of work, textbooks and other teaching materials relevant for the first term.
- Finalise any matters relating to the timetable with the Vice Principal/Provost and Head of Department/Dean. A minimum 10% reduction in the hours taught by a non- promoted, full time teacher must be maintained.
- Meet whoever has been designated to lead the induction to discuss the role of the Induction Tutor, the Subject Mentor (usually the Head of Department/Dean) and school procedures. The Induction Tutor will register the NQT with ISTip and ensure that they have QTS before the beginning of the Induction process.
- Consult the HR Manager on any matters relating to contracts, salary or pensions
- If possible receive safeguarding training.
- Receive a copy of his/her timetable by the end of the term preceding joining the staff
- Receive a copy of the current staff handbook/ be shown how to access this.
- Be shown the basics of using Shackleton.
- Receive details of the induction training for new staff/ training days.

3 On Arrival

At the start of the first term, the NQT will:

- Attend relevant department/staff /INSET meetings.



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- Complete the new staff Induction Programme arranged to cover key college information, procedures and policies and to include training on ADP and Shackleton.
- Meet the appropriate Programme Director/Course leader for briefing on pastoral matters relating to the tutor group, if necessary.
- Receive safeguarding training and meet the Health and Safety officer to arrange a session on fire exits and safety procedures.
- Receive appropriate stationery.
- Attend the full staff meeting and Training programme.

4 The Induction Period

During the induction period the NQT will:

- Meet regularly with his/her subject Mentor (ideally once a week in the first assessment period) to discuss their progress and identify their strengths and weaknesses and areas for improvement.
- Meet weekly with his/her Induction tutor who will guide the written record of support, monitoring and assessment which must be kept by the NQT and the Induction Tutor.
- Be formally observed at least once each half term by the Induction Tutor or the Curriculum Director/Course Leader/Head of Department/Dean .These are to be planned with a specific focus to be agreed in advance (with the exception of the first observation) .
- Be observed using the appropriate current forms from IStip and referring to the QTS/Teaching Standards. Records should be kept of all lessons observed and the observer should give written feedback on the form and give oral feedback.
- Sign forms for observations/ regular meetings, and ensure others sign.
- Shadow a Personal Tutor group, if appropriate.
- Ensure that they use some of their protected time to observe lessons/activities and to reflect on their progress in writing.
- Discuss with whoever is leading their induction Head of Department/Dean their Career Entry and Development Profile as a basis for their professional development, review and objective-setting.
- Be given opportunities to gain a wider knowledge of the college departments including ESL.
- Have six half term, minuted review meetings with the Head of Induction/Dean of Academic Programmes. These are to be formative with targets and objectives to be agreed, and include three formal summative assessments, over a whole induction year.
- At the end of the induction period, whoever is leading the induction will make a recommendation to IStip about whether the NQT has met the requirements for the satisfactory completion of the induction period (by completing the final assessment form). IStip forms will be sent within 10 working days of each termly assessment meeting to IStip. For those who may be at risk of failing to complete the induction period satisfactorily, the termly report sent to IStip should indicate this. The Principal will observe any NQT deemed to be at risk of failing. The Principal/Rector will inform the NQT in writing of the consequences of failing to make the necessary improvements to meet the required standard. A copy of the termly assessment, setting out the areas of weakness, development



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targets and planned support, should be attached to this notification, and a copy of the notification forwarded to IStip.