

Support materials for NQT and NQT mentors

Version Four 2009/10

Introduction

These materials have been designed to support Newly Qualified Teachers (NQTs) and help them record their professional development during the induction year. They should be used for NQTs who begin induction from September 2009 onwards.

Continuing Professional Development is essential for all teachers and it is important that this process begins as soon as possible in the first year of teaching. Identifying objectives for the induction year, recording progress and celebrating achievements will be a vital part of the development of the NQT.

There are many benefits to using this portfolio – for Headteachers, for NQTs and for induction tutors or mentors.

The materials will

- help schools meet statutory requirements for induction
- develop good practice in induction, which may go beyond the statutory requirements
- ensure consistency and fairness for newly qualified teachers
- highlight strengths and areas for development for the newly qualified teacher
- provide support for NQTs in finding out about their new school and their role
- enable new teachers identify their achievements over the year
- provide evidence of progress towards satisfactory completion of the induction year
- assist mentors identify key tasks they will need to organise
- support the co-ordination of an induction programme
- assist in structuring and recording lesson observations
- help provide evidence for professional review and assessment meetings

Progress in Wigan

Wigan has established the following practice in the induction of NQTs. Specifically this has included:

- A welcome to Wigan session at the start of each year
- Materials to support NQTs and their mentors
- Support for schools to develop induction practice including a named officer who has responsibility for NQTs
- Partnership with Edge Hill College of Higher Education to provide opportunities for accreditation for NQTs and mentors.
- A programme of courses and workshops for NQTs
- A website for NQTs to be found at www.wiganschoolsonline.net/nqt
- A development network meeting each term for NQT Induction Co-ordinators and Mentors
- Regular written updates to NQT Induction Co-ordinators/Mentors
- Quality assurance monitoring visits to a sample of schools each year
- Telephone support for Headteachers and Mentors
- Visits to advise schools with NQTs who are causing concern and who may not meet the standards required for induction
- Additional Training to update mentors on changes to statutory induction

We hope that both newly qualified teachers and mentors will find these materials useful. Further copies of these materials can be found on the NQT website at www.wiganschoolsonline.net/nqt

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Section One

Introduction and summary of statutory requirements for induction

Section Two

Record of past professional development and experience

Section Three

NQT roles and responsibilities in school

Section Four

Your induction year:

- Objectives from CEDP
- Self reflection against the Core standards
- School induction programme – blank proforma
- Summary of professional dialogue
- Self review
- Self evaluation on lessons
- Professional Development recording sheet
- Extra curricular interests and involvements

Section Five

Induction tutors materials:

- Sample proformas for observation
- Giving lesson feedback
- Professional review meetings records sheet
- Mentoring log

Section Six

Checklist to review standards against end of year review:

- End of year self review
- Setting objectives for the second year
- National standards for the teaching profession

Section Seven

Appendices: