



St Gregory's Catholic Primary School

NQT and Student Teacher Induction Policy

Aims and objectives

Entering the teaching profession is both challenging and rewarding. At St Gregory's Primary School, we are committed to providing a high level of support and guidance to both students and newly qualified teachers. Through continuing professional development and by working closely with our partner schools we aim to:

- Ensure all Newly Qualified Teachers, Student Teachers and Students are provided with copies of the relevant school policies and the necessary Health and Safety guidelines before commencing work.
- Allocate all Newly Qualified Teachers, Student Teachers and Students a mentor who is suitably qualified to support them during their time at St Gregory's and who will hold regular review meetings with each trainee or teacher.
- Encourage Newly Qualified Teachers and Student Teachers to become reflective teachers by observing them teach regularly and by providing them with regular formal and informal feedback on their performance.
- Provide regular opportunities for Newly Qualified Teachers and Student Teachers to observe high quality teaching both in St Gregory's Primary School and alternative schools or educational settings.
- Ensure observation paperwork and action plan documentation is always completed to a high standard and discussed with teachers and trainees.
- Ensure all NQTS are provided with a 10% reduction in their teaching timetable.
- Where appropriate, ensure trainees and teachers are provided with suitable individual action plans with specific targets for development which are regularly reviewed and amended.

Ethos:

We believe that each Student Teacher or Newly Qualified Teacher deserves and requires high quality support and guidance to ensure they meet the required teaching standards with full professional competency. The school seeks to comply with the Department for Education requirements for initial teacher training and the induction process for new teachers and to fulfil the relevant roles and responsibilities which the Department for Education has set forward. The school is committed to training the next generation of outstanding teachers and strives to ensure the provision we provide is always of the highest possible quality.

Equal Opportunities:

At St Gregory's Catholic Primary School, we are committed to providing all staff with an equal entitlement to continuing professional development opportunities regardless of race, gender, culture or class.

Assessment and Record Keeping:

To ensure all the objectives listed above are met. The school will endeavour to:

- Ensure Newly Qualified Teachers and Student Teachers are observed regularly by a range of staff and provide them with both oral and written feedback following a lesson observation
- Ensure all mentors are aware of any relevant training programmes and provided with additional time to meet with trainees and teachers in order to discuss progress
- Ensure all Newly Qualified Teachers and students complete an annual questionnaire to review the effectiveness of the support provided.
- Hold an annual review meeting with the Senior Leadership Team to review the support programmes and amend them accordingly for the following academic year.

All Newly Qualified Teachers and Student Teachers progress will be continually monitored and tracked throughout their time at St Gregory's Catholic Primary School.

Health and Safety:

All Newly Qualified Teachers and Student Teachers will be provided with copies of the staff hand book and relevant Health and Safety policies before starting work.

When organizing educational visits outside of the school grounds, Newly Qualified Teachers and Student Teachers will be accompanied by an experienced member of staff.

LA guidance may be needed for certain visits. For further details on trips, refer to the DHT.

Reviewed: March 2018