



NUT
NQT
GUIDE
2014-15

Induction



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Dear colleague

Teaching is a great job. It is one which is both a challenge and a joy. To become fully qualified and achieve QTS, a teacher is required to complete an induction period of, usually, one year.

The NUT believes that induction must be a supportive process which helps new teachers to begin to develop further their professional confidence and competence. It must not, therefore, create additional burdens for teachers.

This document will provide new teachers with answers to many of the questions which arise during the induction period.

May I take this opportunity to wish you every success in your induction and in your career. The NUT will be there to support you at every stage.

With best wishes

Yours sincerely



Christine Blower
NUT General Secretary





Know your • union rep

Your first point of contact with the Union is your NUT representative or local secretary. Contact details of your local secretary can be found on your NUT membership card or via the contact map on the NUT website at www.teachers.org.uk/contactus

I have QTS. What next?

You have been awarded qualified teacher status (QTS). Now you are required to complete an induction programme and to meet the Teachers' Standards (England) or Practising Teacher Standards (Wales).

What are “Appropriate Bodies”?

The Appropriate Body is responsible for deciding whether you meet the Teachers' Standards (England) or the Practising Teacher Standards (Wales), based on your head teacher's recommendation.

What are the Teachers' Standards (England)?

The Teachers' Standards are used to assess all those completing their statutory induction period, as well as all other teachers in maintained schools. The decision about whether an NQT has met the relevant standards upon completion of induction should take into account the NQT's work context and must be made on the basis of what can be *reasonably expected* of an NQT by the end of their induction period within the framework set out by the standards. Judgements

should reflect the expectation that NQTs have effectively consolidated their initial teacher training (ITT) and demonstrated their ability to meet the relevant standards consistently over a sustained period in their practice.

What are the Practising Teacher Standards (Wales)?

For NQTs in Wales, the practice review and development model provides the overarching context for their long-term development and sets out the practising teacher standards they are required to meet at the end of their induction period. This model aims to raise standards of teaching and improve learner outcomes across Wales by linking together practitioners' professional standards, performance management and professional development into one coherent system.

Where can I complete my induction period?

Induction can be served in the following institutions if certain criteria are met:

- a relevant school in England – this includes: a maintained infant, junior, primary, secondary or middle school; a maintained or non-maintained nursery school; a nursery school that forms part of a maintained school; a local authority maintained children’s centre; and a pupil referral unit (PRU)
- an independent school in England (including academies, free schools, and city technology colleges) or an independent nursery school that chooses to offer statutory induction
- a further education (FE) institution including a sixth form college in England
- a school or FE institution in Wales in which an induction period may be served under the Education (Induction Arrangements for School Teachers) (Wales) Regulations 2005 including maintained schools, maintained nursery schools that provide an opportunity to meet the standards, non-maintained special schools and independent schools that meet the national curriculum requirements
- a British school overseas which is inspected by a DfE approved inspectorate against the British Schools Overseas Standards and is a member of a DfE accredited association.

Induction cannot be served in the following institutions (with some exceptions):

- a secure training centre
- a school requiring special measures (see next paragraph)
- a FE institution judged to be inadequate (category 4) (see next paragraph)
- a FE institution that has received a category 4 for leadership and management (see next paragraph)
- independent schools and nursery schools as well as other early years settings that do not offer statutory induction or meet the national curriculum requirements
- a pupil referral unit in Wales
- community or foundation special schools established in hospitals in Wales
- schools abroad, including British Schools Overseas that:
 - have not received a recent inspection (within the last four years) from an approved inspectorate or
 - have received an inspection judgement but have not met satisfactorily all of the standards/categories.

Where induction may be served or continued in a maintained school in special measures or a FE institution which has been judged inadequate:

- Schools can continue to host induction where a teacher was employed on an employment based initial teacher training scheme in the school prior to gaining QTS, or had already started an induction period in the school, before the school entered special measures.
- Generally, once a school has entered special measures they are not permitted to recruit any new NQTs. However an Ofsted Inspector may make a judgement on whether the school is suitable for the purposes of induction. In some cases, particularly with larger schools, Ofsted may give permission for NQT appointments within specific departments or subject departments of the school.
- NQTs already serving induction in a FE Institution where the overall effectiveness of the institution, or part of its education and training, have been judged to be inadequate (category 4) at the time of inspection, can continue to serve induction. FE institutions judged as inadequate, or where leadership and management is judged inadequate, may ask Ofsted to make a judgement on their ability, wholly or in part, to host induction and seek Ofsted's permission to do so.
- In all cases, the Appropriate Body must be satisfied that such circumstances will not unfairly compromise the NQT's ability to complete induction successfully.

Is there a time limit to starting induction?

While NQTs are encouraged to start their induction as soon as possible after gaining qualified teacher status (QTS), there is no set time limit for starting or completing an induction period. This applies in England and Wales.

Can I work as a supply teacher?

Supply in England

In England, short-term supply placements of less than one term, or equivalent, cannot count towards induction, as such posts will not provide an NQT with the breadth of experience, support and assessment necessary to enable them to demonstrate that they have met the relevant standards. A qualified teacher, who has not completed an induction period, can undertake short-term supply work of less than one term in a relevant school (see page 6) for a maximum period of five years from the point of award of QTS. This is a fixed time limit with no discretion to extend.

Supply in Wales

In Wales, all NQTs undertaking their induction through the accrual of short-term periods of supply are able to accrue 380 school sessions (1 academic year) where one session is a morning or an afternoon, in order to be assessed against the Practising Teacher Standards. NQTs completing their induction via this route will be required to complete an induction portfolio of evidence and complete a short-term supply notification form with the General Teaching Council for Wales (GTCW). Upon completing this form, NQTs will be able to log each period via the GTCW's web access system.

Can I work part-time or on a peripatetic basis and still complete induction?

It is for the school and Appropriate Body to decide in each individual case the length of the induction period required which is fair and takes full account of the NQT's working pattern.

NQTs serving induction on a part-time basis at any point will need to serve the full-time equivalent (FTE) of one full academic year. Therefore an NQT working part-time as a 0.5 FTE will need to serve induction for two academic years.

Note: Short term placements of less than one term cannot count towards induction, except in Wales, where evidence of individual school sessions can be considered.

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Do I need to serve an induction period if I have taught outside England or Wales?

If you are a qualified overseas trained teacher from Australia, New Zealand, Canada or the United States of America you may teach in England without being required to undertake an induction period.

If you have been awarded Qualified Teacher Learning and Skills (QTLS) status by the Institute for Learning (IFL) and hold membership with the IFL you are not required to undertake an induction period.

There are a number of other exemptions from induction and further information can be found in Annex B of the DfE Statutory Guidance on Induction.

In Wales, overseas trained teachers outside the EEA who have gained QTS via employment based teacher training may be assessed against the Practising Teacher Standards or exempt from completing induction. For EEA nationals in Wales they can apply for exemption via the GTCW EC1 application form.

Note: The Department for Education (DfE) website www.education.gov.uk is transferring to www.gov.uk

What about the skills tests?

In England, all trainee teachers who started their training prior to 1 July 2013 are required to pass skills tests in numeracy and literacy before they can be awarded QTS.

All applicants to initial teacher training (ITT) are now required to pass skills tests in numeracy and literacy before starting their course.

Further information about the skills tests can be found at www.education.gov.uk/sta/professional

If you are undertaking ITT in Wales, you are required to sit and pass a literacy and numeracy test at interview before starting the course. Once on the course, trainee teachers are audited at regular intervals and at the end of the course they need to have demonstrated that they have at least maintained their performance levels in order to be awarded QTS. There is no formal end of course literacy and numeracy test at present.

What about the Masters in Educational Practice (MEP)?

In Wales, NQTs have the option to take part in the Masters in Educational Practice (MEP). More information on the masters' programme can be found at www.walesmep.ac.uk/eng



The NUT— the • union for new teachers

Get involved in your union as soon as you start your teaching career by:

- networking with other new teachers at local and national Union events
- letting the Union know what's important to you as a new teacher
- supporting local and national NUT campaigns
- becoming active in your school or local area as an NUT representative.



For further details about how to get involved, contact the NUT at newteachers@nut.org.uk

What are my entitlements during induction? What can I reasonably expect?

The NUT believes that induction programmes should be reasonable. It also believes that you should be entitled to a permanent contract.

You are entitled to a reasonable job description that:

- does not make unreasonable demands
- does not demand teaching outside the age range and subject(s) for which you have been trained (Wales) or employed (England)
- does not present you on a day-to-day basis with acute or unreasonably demanding discipline problems
- involves regular teaching of the same class(es)
- involves similar planning, teaching and assessment processes to those in which teachers working in similar substantive posts in the school are engaged and
- does not involve additional non-teaching responsibilities without the provision of appropriate preparation and support.

You are entitled to a reduced teaching load of no more than 90 per cent of the timetable of other main scale teachers in the school without responsibility points. The NUT believes that your released time from teaching for induction purposes should be:

- in usable blocks, not less than half a day
- timetabled well in advance to allow planned use of the time
- not dependent on increased teaching loads for other teachers
- covered regularly by the same experienced teachers so that pupils' learning and good standards of behaviour can continue and
- not cancelled other than in extreme circumstances.

You are entitled to a planned induction programme, tailored to your individual needs and circumstances, that includes opportunities for you to:

- have your teaching observed at regular intervals throughout your induction period and have a follow-up discussion. Observations should focus on particular aspects of your teaching
- have regular professional reviews of your progress and
- observe experienced teachers in your own or other schools.

In Wales, the induction programme will be based on your Career Entry Profile.

Arrangements for observations of your teaching should be made well in advance and a brief written record should be made on each occasion. You are advised by the NUT to keep copies of such records.

You are entitled to an induction tutor to provide day-to-day monitoring and support.

In Wales, the head teacher must identify a school-based mentor who will work with you and an external mentor working on behalf of the Appropriate Body (see page 5).

You are entitled to support from your head teacher, who has overall responsibility for your induction programme and for assessing whether or not you satisfactorily meet the Teachers' Standards (England) or the Practising Teacher Standards (Wales) and for ensuring that you receive advice on:

- timetabling of lessons and support arrangements, names and contacts of induction tutors and a schedule for formal assessment and meetings
- reporting arrangements and entitlements to pay during sickness absences, named contacts for other absences, e.g. maternity leave
- arrangements for salary payments
- provisions for pensions and any other entitlements
- health and safety and equal opportunities policies
- other relevant policies including arrangements for cover and child protection and
- the nature of the contract of employment, a list of duties and management arrangements.

You are entitled to oversight by the Appropriate Body. It should provide a named individual for you to raise any concerns about your induction which go beyond the school's systems or procedures.

The NUT believes that you should be entitled to a supportive approach to your assessment, which should emphasise success and achievement rather than over-emphasise difficulties or shortcomings. Assessments, including targets, should be reviewed by you and your induction tutor and amended to meet any needs identified during formal assessment.

Do I need to use my Career Entry Profile (Wales)?

The Career Entry Profile in Wales is designed to help trainee and newly qualified teachers (NQTs) think about their professional development.

It is based on three transition points:

- towards the end of initial teacher training (ITT)
- at the start of induction and
- at the end of induction.

All new teachers in Wales are required to share their Profile with the school where they are doing induction. Your Profile should contain valuable information about your strengths and development priority areas, so that you and your induction tutor can work together to develop an induction action plan based on your Profile responses. It may also be used to support the induction process, for example, by helping you and your induction tutor to review and revise the action plan.

Am I entitled to PPA time?

Yes, the head teacher must ensure an NQT has a reduced timetable of no more than 90 per cent of the timetable of other main scale teachers in the school to enable them to undertake activities in their induction programme. This is in addition to the timetable reduction in respect of planning, preparation and assessment time (PPA) that all teachers receive. NQTs in independent schools, including academies and free schools, independent nursery schools and FE colleges must also have a reduced timetable on a comparable basis.

How can I find out more?

www.teachers.org.uk

Visit the NUT website to keep up to date on campaigns and your pay and conditions. In-depth information at your fingertips.

www.gov.uk/dfes

The Department for Education (DfE) home page on the Government website sets out the expectations and requirements for induction in England.

www.learning.wales.gov.uk

The website of the Welsh Government sets out the expectations and requirements for induction in Wales.

www.gtcw.org.uk

Tel: **029 2046 0099**

Email: **information@gtcw.org.uk**

Contact the General Teaching Council for advice on registration in Wales and for advice on induction and the subsequent two years of Early Professional Development in Wales, including funding.

What support will I have from the NUT?

Members are welcome to seek advice and support from the NUT at any stage of their induction period. You should seek advice from the NUT if:

- you believe that you are not receiving your entitlements
- you consider that the Union's recommendations for good practice, identified in this document, have not been met and that has impinged upon your successful induction
- lengthy absence affects your induction period, such as prolonged or recurring absence through illness
- you need advice on maternity leave during induction
- you are concerned about the support provided to you in school and believe that the professional/working relationships with your induction tutor, head teacher or other members of staff are inhibiting your progress or
- you are concerned at all about the success of your induction period or wish to appeal against a formal decision.

How do I get in touch?

Your first point of contact for advice and support from the Union is your NUT workplace representative. For details of your local secretary, visit www.teachers.org.uk/contactus

For advice and guidance in England contact:

NUT AdviceLine

Tel: **020 3006 6266**

Email: nutadvice@nut.org.uk

In Wales contact:

NUT Cymru

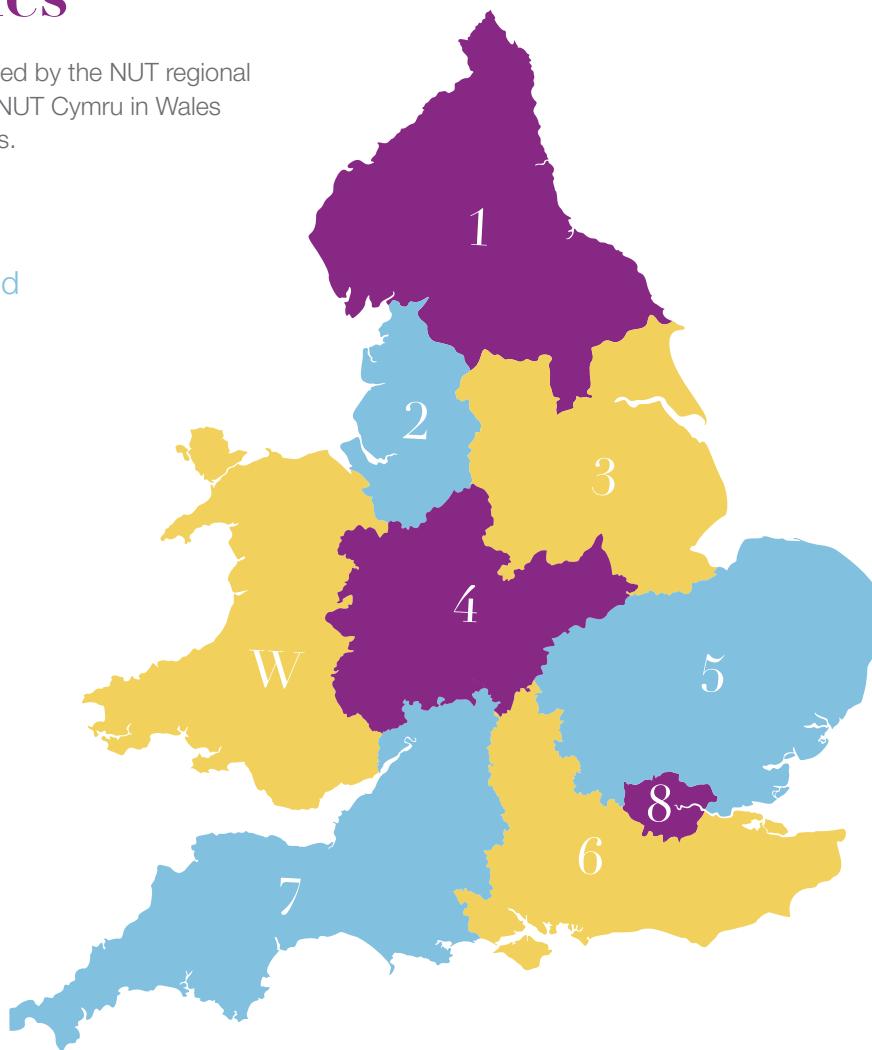
Tel: **029 2049 1818**

Email: cymru.wales@nut.org.uk

NUT regions and Wales

Here are the areas served by the NUT regional offices in England and NUT Cymru in Wales and their contact details.

- 1 Northern
- 2 North West
- 3 Yorkshire/Midland
- 4 Midlands
- 5 Eastern
- 6 South East
- 7 South West
- 8 London
- W Wales



Region 1

Northern

NUT Northern Regional Office

Regional Secretary: **Mike McDonald**

Tel: **0191 482 7700**

Email: **northern@nut.org.uk**

Region 2

North West

NUT North West Regional Office

Regional Secretary: **Avis Gilmore**

Tel: **01204 521 434**

Email: **north.west@nut.org.uk**

Region 3

Yorkshire/Midland

NUT Yorkshire/Midland Regional Office

Regional Secretary: **Ian Stevenson**

Tel: **01302 342 448**

Email: **yorkshire.midland@nut.org.uk**

Region 4

Midlands

NUT Midlands Regional Office

Regional Secretary: **Kit Armstrong**

Tel: **0121 647 4397**

Email: **midlands@nut.org.uk**

Region 5

Eastern

NUT Eastern Regional Office

Regional Secretary: **Hilary Bucky**

Tel: **01638 555 300**

Email: **eastern@nut.org.uk**

Region 6

South East

NUT South East Regional Office

Regional Secretary: **Paddy Marshall**

Tel: **01444 894 500**

Email: **south.east@nut.org.uk**

Region 7

South West

NUT South West Regional Office

Regional Secretary: **Andy Woolley**

Tel: **01392 258 028**

Email: **south.west@nut.org.uk**

Region 8

London

NUT London Regional Office

Regional Secretary: **Bob Stapley**

Tel: **020 8477 1234**

Email: **london@nut.org.uk**

Wales - Cymru

NUT Cymru

Wales Secretary: **David Evans**

Tel: **029 2049 1818**

Email: **cymru.wales@nut.org.uk**

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