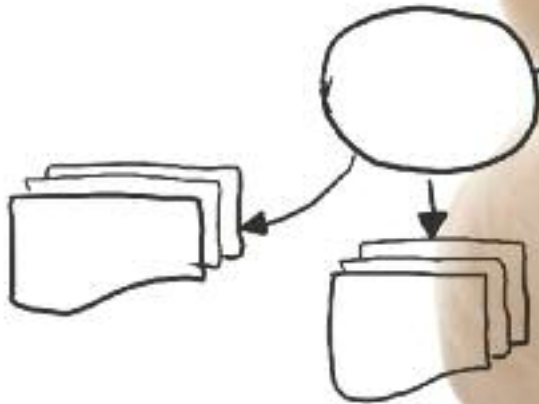




INDUCTION



Your Guide to Induction
2009/10 Edition for
Newly Qualified Teachers

Meeting your learning needs

The NUT offers you:

1. High quality, low cost continuing professional development (CPD) on teaching, learning and behaviour management.
2. Free residential training; learn about NUT policy and about how the Union can support and protect you.
3. Free ICT skills courses to boost your confidence and increase your use of ICT in the classroom.

Visit www.teachers.org.uk to find out more about the learning opportunities available.

**NUT training,
CPD and ICT Skills
courses.**

Newly qualified teachers: The future of our profession

A message from Christine Blower, NUT General Secretary



Teaching is a challenging and important job. As a teacher you can change children's lives. The NUT is committed to supporting you throughout your teaching career.

Every teacher awarded qualified teacher status (QTS) is required to complete an induction programme, usually lasting one academic year, on taking up their first teaching post in a maintained school in England or Wales.

The NUT believes that induction programmes should be firmly based in classroom and school realities. Expectations of those being inducted should be reasonable, as should their workload. Teaching, managing groups of pupils and becoming a confident member of a school and its community are taxing enough. Induction must support and aid these processes, not create additional burdens for new teachers.

I wish you every success in your induction, and in your teaching career.

A handwritten signature in blue ink that reads "Christine Blower". Below the signature is a blue horizontal line that tapers to a point on the left side.

CHRISTINE BLOWER

Your Guide to Induction 2009/10 Edition for Newly Qualified Teachers

I have QTS. What next?

Congratulations! You have been awarded qualified teacher status (QTS). Now you are required to complete an induction programme and to meet the End of Induction Standard (Wales) or Core Standards (England). The following information provides guidance on the induction process.

What are “Appropriate Bodies”?

The Appropriate Body – in most cases, the local authority – is responsible for deciding whether you meet the End of Induction Standard (Wales) or Core Standards (England), based on your head teacher’s recommendation. Appropriate Bodies are required to assure themselves that your head teacher and governing body are aware of, and are capable of meeting, their responsibilities for monitoring and providing support and guidance during your induction. They are further required to identify a named contact with whom you can raise issues about induction which cannot be resolved within the school.

In England, the Appropriate Body must also register NQTs with the General Teaching Council. Failure to do so could delay the start of your induction period. In Wales, the Appropriate Body must ensure that NQTs are registered with the GTC. However, the Appropriate Body does not itself register the NQTs.

Where can I complete my induction period?

Induction must be provided for all newly qualified teachers (NQTs) appointed to teaching posts in maintained:

- nursery schools;
- primary schools;
- secondary schools; and
- in non-maintained or maintained special schools.

Induction can be served if certain criteria are met in:

- sixth form colleges;
- independent schools;
- early years settings, including children's centres; and
- further education institutions

Induction cannot be served in:

- early years centres that are not legally designated as schools;
- pupil referral units;
- secure training centres;
- community or foundation special schools in a hospital; or

- any school deemed to be in need of 'special measures', unless it has been certified in writing by Her Majesty's Inspectorate (HMI) or Estyn that the school is able to provide induction or if you undertook employment-based initial teaching education (ITE) at the same school (England only).

Is there a time limit to starting induction?

There is no requirement to start induction within a certain time after completion of initial teaching education (ITE).

In England, there is no longer a requirement for NQTs to apply for an extension if they have not completed induction in five years. NQTs can now take as long as they wish to complete induction. This also applies to any NQTs who may have previously been refused an extension. In Wales, however, there is still a need to apply for an extension to the Appropriate Body or, on appeal, to the GTC Wales.

The only strict time limit concerns the length of time you can work as a supply teacher on a short-term basis before you have completed induction (see overleaf).

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

Any appointment that lasts for a term or more will count towards the induction period. In schools which do not operate a standard three term year, the minimum period for eligible induction posts is ten consecutive weeks, disregarding holidays (Wales) or must be equivalent to a term (England). If you are employed as an NQT on a part-time basis lasting more than one term, for example, for one day a week in a school, this will count on a pro rata basis.

Appointment to part-time peripatetic teaching posts should allow completion of induction, provided that the post offers sufficient breadth of experience to allow you to demonstrate that you have fully met the End of Induction Standard (Wales) or Core Standards (England). The length of the period of induction, however, will be calculated on a pro rata basis.

If you are undertaking induction in more than one school, one head teacher must be able and prepared to take overall responsibility for your induction programme.

The induction period for a part-time NQT is calculated pro rata, so that the same number of school sessions is covered as for a full-time NQT.

Can I work as a supply teacher?

If you are working as a supply teacher, you cannot count periods of less than one term in a particular school towards your induction period.

There is a time limit to the amount of short-term supply teaching that you can undertake without having completed induction.

Some supply agencies are promoting supply work for NQTs without induction as a way to gain teaching experience and, therefore, become more 'marketable' when substantive posts in schools become available.

Supply in England

In England, you are entitled to work on a short-term supply placement for up to 16 months from the date of your first supply placement without having to serve an induction period. You will not lose QTS after this 16 months limit but you cannot continue to work on short-term non-inductable placements.

In exceptional circumstances, however, the Appropriate Body, on a case-by-case basis, may be able to extend your entitlement to undertake short-term supply work up to an additional 12 months. For example, this might be where:

- there is a shortage of inductable posts in the region;
- there are personal circumstances which prevent you from moving to another area to look for a suitable post; or
- serious illness prevents you from taking a post of at least one term.

Such an extension is not transferrable. If you seek work in another local authority, you must apply to the new Appropriate Body for an extension.

No period of employment as a supply teacher counts towards an induction period unless the head teacher so agrees before the start of such a period. Make sure your induction has been agreed in advance before accepting a supply contract of one term or more.

Supply in Wales

In Wales, you are eligible to work as a short-term supply teacher for a maximum of five years from the date you gained QTS. This is to allow you

sufficient time to secure a suitable post in which to undertake your induction period.

If you are unable to complete your induction period within five years and wish to continue working as a short-term supply teacher, you can apply to the Appropriate Body for one extension of 12 months. This is not an entitlement and applications will be considered on a case by case basis. The Welsh Assembly Government (WAG) recommends that applications for an extension should be made before the five year deadline expires.

You are only entitled to one extension application to one Appropriate Body for one decision.

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

If you have already successfully completed induction in Scotland, Northern Ireland, Guernsey, Jersey, Isle of Man, Gibraltar, or the Service Children's Education Schools Induction Programme in Germany or Cyprus, you do not have to serve induction in England or Wales.

Teachers from the European Economic Area (EEA) who have applied successfully to the General Teaching Council for QTS are exempt from induction. Other overseas trained teachers (OTTs) may need to undertake some form of training before they can be granted QTS. If you have at least two years' full-time teaching experience, you may be eligible to be assessed against the QTS Standards and the End of Induction Standard (Wales) or Core Standards (England) without necessarily completing further training. If successful, you would then be exempt from the requirement to complete induction.

What happens if I have not passed the skills tests?

In England, teacher trainees are required to pass literacy, numeracy and ICT skills tests in order to gain QTS. There is no such requirement in Wales.

**Trained in England?
Not passed your QTS skills tests?
Contact your local division/association
secretary or your NUT regional office
in England or NUT Cymru in Wales.
See your membership card for
contact details.**

If you trained in England, until you have passed all the skills tests and gained qualified teacher status, you cannot begin your induction period in either England or Wales.

Unless you pass all the tests, you will be unable to work in a maintained school as either a qualified or an unqualified teacher.

I trained in England. I did not pass the skills tests. I want to teach in Wales. Can I begin my induction period?

No. If you trained in England, you have not gained QTS unless you have passed all the skills tests. Having trained in England, you cannot start induction in England, Wales or any other UK country unless you have passed your skills tests.

I trained in Wales where there are no skills tests. I want to teach in England. Can I begin my induction period?

If you trained in Wales, there is no requirement to take the skills tests in order to gain QTS and begin induction. As long as you were awarded QTS in Wales, you can begin your induction period in England or Wales.

Need help from the NUT?
Contact your local division/association secretary or your NUT regional office in England or NUT Cymru in Wales. See your membership card for contact details.

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.

1. 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.
2. You are entitled to a reduced teaching load of no more than 90 per cent of the timetable of other mainscale 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.

- 3.** You are entitled to a planned induction programme, tailored to your individual needs and circumstances, based on your Career Entry and Development Profile in England or your Career Entry Profile in Wales that includes opportunities for you to:
- have your teaching observed at least once in any six to eight week period, including in the first four weeks in post, and have a follow-up discussion. Observations should focus on particular aspects of your teaching;
 - have professional reviews of your progress at least once every six to eight weeks; and
 - observe experienced teachers in their own or other schools.

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.

- 4.** You are entitled to an induction tutor to provide day-to-day monitoring and support;
- 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 End

of Induction Standard (Wales) or Core Standards (England) 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.

- 6.** 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.

7. The NUT believes that you should be entitled to a supportive approach to your assessment, which should emphasise success and achievement rather than over-emphasising 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 and Development Profile or Career Entry Profile?

The Career Entry and Development Profile in England or the Career Entry Profile in Wales are designed to help trainee and newly qualified teachers think about their professional development. It is based on three transition points:

1. towards the end of ITE.
2. at the start of induction.
3. at the end of induction.

All new teachers 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 review and revise the action plan.

I have heard that there are new Induction Standards in England. How will this affect me?

The Professional Standards for Teachers Framework, which previously included the Induction Standards, has been subject to revision. The Core Standards, which apply to all mainscale teachers, now also apply to newly qualified teachers. At the end of your induction period your head teacher will make a recommendation to the Appropriate Body about whether you have met all of the Core Standards.

To view the Core Standards, see www.tda.gov.uk/teachers/professionalstandards

Am I entitled to PPA time?

Yes. All teachers employed under the School Teachers' Pay and Conditions Document, whether employed on permanent, fixed-term, temporary or part-time contracts, have an entitlement to guaranteed Planning, Preparation and Assessment (PPA) time within the timetabled school day.

NQTs must receive a minimum of 10 per cent PPA time in addition to the 10 per cent induction release time they should be receiving.

What about the General Teaching Council (GTC)?

To teach in maintained schools and non-maintained special schools in England or Wales as a qualified teacher, you must be registered with the GTC England or the GTC Wales.

In England, the Appropriate Body is responsible for registering NQTs who are about to start induction with the GTC. Failure to do so could delay the start of the induction period for the NQT. In Wales, the Appropriate Body must ensure that NQTs are registered with the GTC. However, the Appropriate Body does not itself register the NQTs.

I trained in England. What happens next?

If you trained in England, you will have been given the option of being automatically registered with the GTC once QTS has been awarded. Those who opt not to be 'auto registered' are eligible to register when they so choose.

If you intend to teach in England, contact the GTC England. If you intend to teach in Wales, contact the GTC Wales.

I trained in Wales. What happens next?

If you trained in Wales, there is no automatic registration.

If you intend to teach in Wales, GTC Wales will contact you through your ITE institution so you can register or you can contact the Council at any time for an application pack.

If you intend to teach in England, contact the GTC England for a registration pack.

How do I pay?

You will receive a sum to offset the GTC fee in your September or October salary. In Wales the fee must be paid following qualification on 1 August and before 1 September. The registration form for the GTC Wales and your cheque must be returned together. In England, those who qualify on 1 August will be sent a form to complete in order to pay, usually by direct debit.

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.

"An Induction Guide for your School", which contains information and advice on induction for NUT representatives, induction tutors and head teachers, is available to download from the NUT website www.teachers.org.uk

NUT training, ICT skills and CPD Programmes

The NUT national training, ICT skills and continuing professional development (CPD) programmes offer a wide range of high quality opportunities for all teachers, including those who are newly qualified. See the NUT website www.teachers.org.uk for details.

NUT young teachers

NUT members, aged 35 or under, are entitled to participate in the young teachers' activities of the Union. Contact your local association for details.

Financial worries?

The NUT has worked in partnership with the National Union of Students and the Financial Services Authority to bring you detailed guidance on financial matters for trainee teachers. Available on www.teachers.org.uk

FIND OUT MORE!

USEFUL WEBSITES AND CONTACTS

www.teachers.org.uk

training@nut.org.uk

cpd@nut.org.uk

ict.skills@nut.org.uk

youngteachers@nut.org.uk

For information about NUT policies, support to members, training and CPD opportunities.

www.teachernet.gov.uk

The website of the Department for Children, Schools and Families (DCSF) sets out the expectations and requirements for induction in England.

www.learning.wales.gov.uk

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

www.tda.gov.uk

The Training and Development Agency for Schools (TDA) gives information and advice on induction in England and Wales.

Tel: 0845 6000 991 (for English speakers)

Tel: 0845 6000 992 (for Welsh speakers)

www.gtce.org.uk

Tel: 0870 001 0308

Contact the General Teaching Council for advice on registration in England.

www.gtcw.org.uk

Tel: 02920 550 350

Contact the General Teaching Council for advice on registration in Wales.

HOW TO CONTACT THE NUT

For details of your local contact, see your NUT membership card.

1. Northern NUT Regional Office

Auckland House, High Chare, Chester-le-Street, Co Durham DH3 3PX

Tel: (0191) 389 0999

Email: northern@nut.org.uk

City of York, Cumbria, Darlington, Durham, Gateshead, Hartlepool, Middlesbrough, Newcastle, Northumberland, North Tyneside, North Yorkshire, Redcar and Cleveland, South Tyneside, Stockton, Sunderland

2. North West NUT Regional Office

25 Chorley New Road, Bolton, Lancashire BL1 4QR

Tel: (01204) 521434

Email: north.west@nut.org.uk

Blackburn, Blackpool, Bolton, Bury, Cheshire, Halton, Isle of Man, Knowsley, Lancashire, Liverpool, Manchester, Oldham, Rochdale, Salford, Sefton, St Helens, Stockport, Tameside, Trafford, Warrington, Wigan, Wirral.

3. Yorkshire/Midland NUT Regional Office

7/9 Chequer Road, Doncaster DN1 2AA

Tel: (01302) 342448

Email: yorkshire.midland@nut.org.uk

Barnsley, Bradford, Calderdale, Derby City, Derbyshire, Doncaster, East Riding of Yorkshire, Hull, Kirklees, Leeds, Lincolnshire, North East Lincolnshire, North Lincolnshire, Nottingham City, Nottinghamshire, Rotherham, Sheffield, Wakefield.

4. Midlands NUT Regional Office

Jarvis House, 96 Stone Road, Stafford ST16 2RS

Tel: (01785) 244129

Email: midlands@nut.org.uk

Birmingham, Coventry, Dudley, Herefordshire, Leicester City, Leicestershire, Rutland, Sandwell, Shropshire, Solihull, Staffordshire, Stoke-on-Trent, Telford and Wrekin, Walsall, Warwickshire, Wolverhampton, Worcestershire.

5. Eastern NUT Regional Office

Elm House, Kennett Park, Moulton Road, Kentford, Suffolk CB8 8GF

Tel: (01638) 555300

Email: eastern@nut.org.uk

Bedfordshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Luton, Milton Keynes, Norfolk, Northamptonshire, Peterborough, SCS(Germany), Southend-on-Sea, Suffolk, Thurrock.

6. South East NUT Regional Office

Britton House, College Road, Ardingly, Haywards Heath, West Sussex RH17 6TT

Tel: (01444) 894500

Email: south.east@nut.org.uk

Bracknell Forest, Brighton and Hove, East Sussex, Hampshire, Isle of Wight, Kent, Medway, Oxfordshire, Portsmouth, Reading, Slough, Southampton, Surrey, West Berkshire, West Sussex, Windsor and Maidenhead, Wokingham.

7. South West NUT Regional Office

1 Lower Avenue, Heavitree, Exeter, Devon EX1 2PR

Tel: (01392) 258028

Email: south.west@nut.org.uk

Bath and North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Guernsey, Isles of Scilly, Jersey, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire.

8. London NUT Regional Office

Ravenscourt House, 322A King Street, Hammersmith, London W6 0RR; and

103 Cranbrook Road, Ilford, Essex IG1 4PU

Tel: (020) 8477 1234.

Email: london@nut.org.uk

Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith/Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington/Chelsea, Kingston-upon-Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond-upon-Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, Westminster.

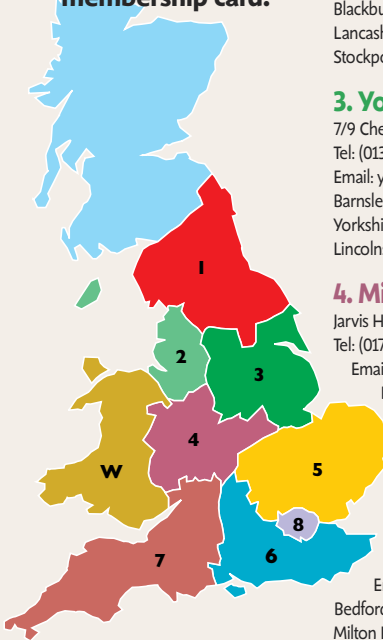
W. NUT Wales Office – NUT Cymru

Tŷ Sinnott, 18 Neptune Court, Vanguard Way, Cardiff CF24 5PJ

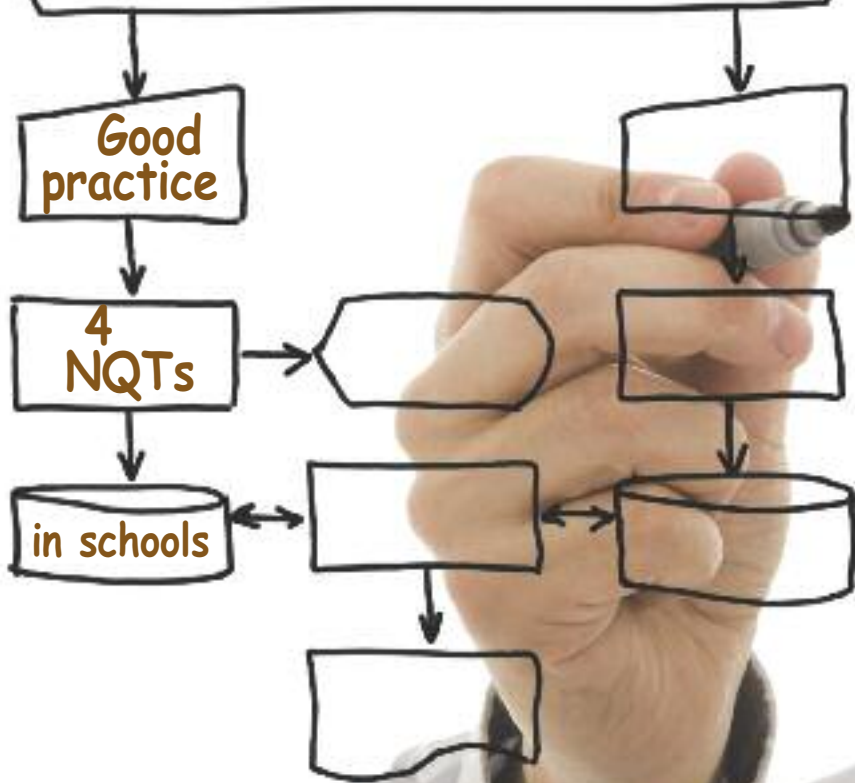
Tel: (02920) 491818

Email: cymru.wales@nut.org.uk

Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthenshire, Ceredigion, Conwy, Denbighshire, Flintshire, Gwynedd, Merthyr Tydfil, Monmouthshire, Neath and Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taf, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Ynys Môn.



INDUCTION



Designed and published by The Strategy and Communications Department of The National Union of Teachers – www.teachers.org.uk
Origination by Paragraphics – www.paragraphics.co.uk Printed by Ruskin Press – www.ruskinpress.co.uk – 6369/05/09



Our aim: one union for all teachers