

# INDUCTION CHECKLIST 2011/12

Good Practice



[www.teachers.org.uk](http://www.teachers.org.uk)

# INDUCTION 2011/12

## A CHECKLIST OF GOOD PRACTICE FOR NQTs

If the answer to any of the questions below is **NO** then, as a newly qualified **NUT** member, you should discuss the matter with your **NUT** representative in the first instance. Ask a colleague if you are unsure who your representative is. Alternatively visit the interactive map at [www.teachers.org.uk/contactus](http://www.teachers.org.uk/contactus) for details of your local association contact.

- Have you passed all of the QTS Skills Tests? (only if you trained in England).
- Have you been assigned an induction tutor?
- Have you been encouraged to be involved in planning the induction programme?
- Have you been provided with a schedule for all your induction activities, including observations, professional reviews of progress, targeted professional development activities and formal assessment meetings?
- Do you receive copies of all written records relating to your assessment?
- If you are working in a local authority school, have you been given the name of someone at the local authority with whom you can raise concerns about your induction?
- If you are working in an academy, free school or independent school, have you been given the name of someone within the Appropriate Body with whom you can raise concerns about your induction?

- Are you satisfied with the content and/or delivery of your induction programme?
- Do you receive your entitlement to a teaching timetable of not more than “90 per cent of the time a teacher at the school who does not receive payments in respect of additional duties or responsibilities would be expected to teach”, in accordance with the School Teachers’ Pay and Conditions Document? Is this in addition to your 10 per cent PPA time?
- Are you receiving your salary on time, in accordance with your instructions?
- Have you seen your job description? Do you feel it is reasonable?
- Are you teaching the age range and/or subjects for which you have trained (Wales) or have been employed to teach (England)?
- If you are teaching any particularly difficult classes, have you been provided with additional support?
- Are you on a permanent contract?
- If you are working as a supply teacher with a contract of a term or more - has your head teacher agreed in advance that the period of your employment will count towards induction?
- Have you received full advice about the school, your contract of employment, timetable, induction support arrangements and all relevant school policies?
- Do you feel confident that you know what is expected of you during your induction period, including how to use your Career Entry and Development Profile or Career Entry Profile?
- Do you have easy access to a copy of the Welsh Government Circular or Department for Education statutory guidance on induction?

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