



INDUCTION

**A Really Useful Guide for
Newly Qualified Teachers
2007/8 Edition**



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Newly qualified teachers: An inspiration to other teachers



A message from Steve Sinnott, NUT General Secretary

Teaching is a great job. New teachers are an inspiration to their new colleagues. Your enthusiasm and commitment will be of great benefit to your colleagues and your pupils.

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 and reasonable in their expectations and 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 dark ink that reads "Steve Sinnott". The signature is written in a cursive style. Below the signature is a single horizontal line.

STEVE SINNOTT

A really useful guide to induction for newly qualified teachers (NQTs) in England and Wales 2007/08 edition

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 Induction Standards. The following information provides guidance for the induction process.

What are “Appropriate Bodies”?

The Appropriate Body – in most cases, the local authority – is responsible for deciding whether you meet the Induction Standards, 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.

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; and
- an early years setting.

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) that the school is able to provide induction.

Is there a time limit to starting induction?

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

If you choose to teach in an institution, such as a pupil referral unit, where teacher induction cannot be undertaken, you can complete your induction in a maintained school at a later date.

Once started, your induction programme should normally be completed within five years. If the programme is not completed within five years, you can apply for an extension.

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 below).

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. If you are employed as a 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 met all the Induction Standards. 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 four terms from the date of your first supply placement without having to serve an induction period. You will not lose QTS after this four-term 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.

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.

In Wales, the Appropriate Bodies are provided with discretionary powers. They can determine when a period of teaching that is not for a full term or two consecutive half-terms can count as a term for the purposes of induction. They can determine whether a newly qualified teacher who has not completed three full terms of induction can be regarded as completing a full induction period.

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.

European Union (EU) teachers who have completed at least three years of professional training and have a recognised teaching qualification are exempt from induction. Other overseas trained teachers (OTT) 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 assessed against the QTS Standards and the Induction Standards without necessarily completing further training. If successful, you will 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.

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

You will still be able to work in a school as an unqualified teacher or instructor, however.

**Trained in England?
Not passed your QTS skills tests?
Contact your NUT regional office in
England or NUT Cymru in Wales.**

If I did not pass the skills tests, can I repeat them?

You currently have five years, from the time of completing your course, to pass the skills tests. You can make as many attempts as you wish. If you have not passed the tests after five years, you may only work as an unqualified teacher or instructor. The Government has proposed, however, that, from 31 August 2008, the five year grace period will be removed and a no trainee who has not passed the skills tests would be able to teach, even as 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 of 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 NUT regional office in England or NUT Cymru in Wales (see p15 for details)

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

The NUT believes that induction programmes should be reasonable.

1. You are entitled to a permanent contract.

- 2.** 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;
 - does not present you on a day-to-day basis with acute or especially 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 substantive posts in the school are engaged; and
 - does not involve additional non-teaching responsibilities without the provision of appropriate preparation and support.
- 3.** You are entitled to a reduced teaching load of no more than 90 per cent of normal average teaching time with your released time from teaching for induction purposes being:
- 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.
- 4.** You are entitled to a planned induction programme 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 every half-term, including in the first four weeks in post, and have a follow-up discussion;
 - have professional reviews of your progress at least once every half term; and
 - observe experienced teachers in their own or other schools.
- 5.** You are entitled to an induction tutor to provide day-to-day monitoring and support;
- 6.** 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 Induction Standards 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.

7. You are entitled to oversight by the Appropriate Body that should provide a named individual if your concerns about your induction go beyond the school's systems or procedures.
8. You are 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 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 ITT.
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. How will this affect me?

The Professional Standards for Teachers Framework, which includes the Induction Standards, has been subject to revision. At the time of publication, the advice from the TDA is that the current Induction Standards are to be used for the assessment of NQTs in 2007/08 and that the revised Induction Standards will be used in schools from September 2008.

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.

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 ITT institution so you can register.

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.

NUT training and CPD Programmes

The NUT national training and continuing professional development (CPD) programmes offer a wide range of high quality opportunities for all teachers, including those who are newly qualified.

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 produced detailed guidance on financial incentives for trainee and newly qualified 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

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 Education and Skills (DfES) 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 (TDA funding information for English speakers)

Tel: 0845 6000 992 (TDA funding information 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

1. Northern

NUT regional office,
Auckland House, High Chare, Chester-le-Street, Co Durham DH3 3PX
Tel: (0191) 389 0999. Fax: (0191) 389 2074.
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. Fax: (01204) 362650
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. Fax: (01302) 341021
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. Fax: (01785) 251856
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. Fax: (01638) 555330
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,
14-16 Sussex Road, Haywards Heath, West Sussex RH16 4EA
Tel: (01444) 452073. Fax: (01444) 415095
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. Fax: (01392) 412801
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 (West)

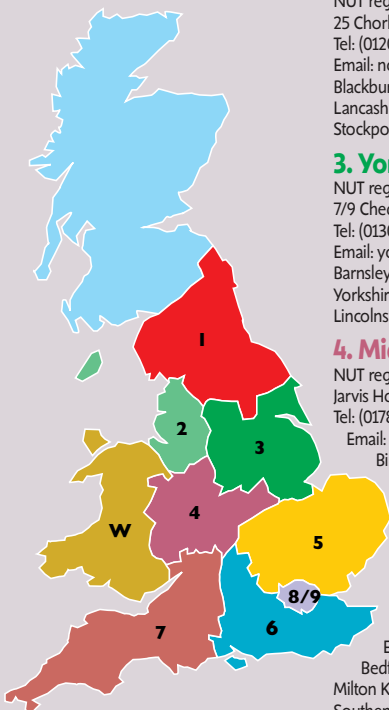
NUT regional office,
Ravenscourt House, 322A King Street, Hammersmith, London W6 0RR
Tel: 020 8846 0600. Fax: 020 8563 8877
Email: london.west@nut.org.uk
Barnet, Brent, Camden, Ealing, Enfield, Hammersmith/Fulham, Harrow, Hillingdon, Hounslow, Kensington/Chelsea, Kingston-upon-Thames, Lambeth, Merton, Richmond-upon-Thames, Sutton, Wandsworth, Westminster.

9. London (East)

NUT regional office,
103 Cranbrook Road, Ilford, Essex IG1 4PU
Tel: 020 8477 1234. Fax: 020 8477 1230
Email: london.east@nut.org.uk
Barking and Dagenham, Bexley, Bromley, City of London, Croydon, Greenwich, Hackney, Haringey, Havering, Islington, Lewisham, Newham, Redbridge, Southwark, Tower Hamlets, Waltham Forest.

W. Wales – NUT Cymru

NUT Wales Office, NUT Cymru
122 Bute Street, Cardiff CF10 5AE
Tel: 029 204 91818. Fax: 029 204 92491
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 Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham, Ynys Môn.



Good
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Practice
NQTs

INDUCTION

School

