

# Induction checklist

Good practice for NQTs in schools



2016-17

# 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. If there is no NUT representative in your workplace, in England you should contact NUT Adviceline (**020 3006 6266** or **nutadviceline@nut.org.uk**) and, in Wales, NUT Cymru (**029 2049 1818** or **cymru.wales@nut.org.uk**).

- Have you passed all of the QTS Skills Tests? (Only if you trained in England).
- Have you been assigned an induction tutor (England) or school-based mentor (Wales)?
- Have you been encouraged to be involved in planning your 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?
- Have you been given the name of someone at the appropriate body with whom you can raise concerns about your induction?
- If applicable, have you been appointed an external mentor? (Only if you are teaching in Wales).

- Are you satisfied with the content and/or delivery of your induction programme?
- Do you receive your entitlement to a reduced teaching load? The STPCD states you must not teach for more than 90 per cent of the time of other main pay range teachers (without responsibility points) in the school. 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 in England, 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?
- If you are working as a supply teacher in Wales, are you aware that every supply session counts towards your induction? Have you completed the *Induction as a short-term supply teacher notification form* on the Education Workforce Council website within ten days from starting supply work?
- 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 profile (Wales)?
- 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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