

Ysgol Aberconwy



Induction of Teachers New to the Profession

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Signed:

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INDUCTION OF TEACHERS NEW TO THE PROFESSION

1. Rationale

The induction of teachers new to the profession is one of the most important tasks that a school undertakes. It is essential that new teachers are properly briefed and supported, so that they grow rapidly into the job, and feel confident and valued.

2. Purposes

The purpose of induction is to :

- i. prepare and equip teachers new to the profession to undertake their work effectively
- ii. to establish clear professional expectations and standards
- iii. to encourage staff to reflect on and improve that performance
- iv. to initiate the professional development of teachers new to the profession

3. Guidelines

This will be achieved by

- i. specifying the roles of those involved with induction, including the NQT mentor
- ii. specifying the criteria and processes by which those involved will monitor the performance of teachers new to the profession
- iii. agreeing procedures for ensuring that new teachers are efficiently inducted to their new post
- iv. providing an appropriate 90% timetable (with additional time granted to TLR holders)
- v. providing opportunities for personal reflection on professional issues
- vi. building on the targets set in the Career Entry Profile to ensure further professional development

Responsibilities and Procedures

1. Prior to taking up appointment

1.1 New teachers will have access to the handbook which details :

- name, address and telephone number of school
- list of teaching and non-teaching staff and their responsibilities
- job-descriptions of relevant staff
- facts about the school environment, feeder schools etc
- map of the school site
- availability and sources of stock, resources, textbooks
- details of administrative procedures
- the school calendar
- times of school sessions
- administration of registration
- assessment and reporting procedures
- disciplinary procedures, rules/codes of conduct
- accident and emergency procedures
- health and safety guidelines
- duty and supervision arrangements
- mealtime arrangements
- pastoral organisation
- management structure and processes
- extra-curricular activities

1.2 New teachers will receive a job description

1.3 New teachers will have had an opportunity to visit the school to discuss their 90% timetable and any questions they might have

1.4 New teachers must be registered with the EWC and will have access to their Professional Standards as a result.

1.5 New teachers who are NQTs will be contacted by the NQT mentor who will offer advice and guidance.

2. Responsibilities during the first year of teaching :

2.1 The new teacher

- to teach effectively and to undertake professional contractual obligations efficiently
- to develop a reflective approach to teaching

- to develop and enhance professional expertise
- to seek, consider and apply professional advice
- to attend relevant INSET activities
- to register with the EWC
- to complete the EWC PLP to provide evidence of their meeting the professional standards associated with the induction period.

2.2 The Head of Department (or other designated department member)

- to induct the new teacher into departmental policies, schemes of work and management processes
- to provide explicit guidance in planning lesson content, presentation, and assessment procedures
- to arrange regular review meetings
- to develop and apply effective procedures for classroom observation
- to appoint a member of staff as subject mentor and to involve other members of the department in the process
- to prepare formative and summative reports when requested for the school mentor
- to create a positive and supportive climate in the department

2.3 The Induction Mentor

- to make early contact with the new teacher to offer professional, social and domestic support
- to provide regular opportunities for formal and informal meetings within the review and objective setting process
- to be available for 'crisis management'
- to promote regular contact between the new teacher and senior staff
- to induct the new teacher into school structures and procedures
- to liaise with the relevant Assistant Head in order to organise school-based development and support activities on a range of topics, including visits to lessons of experienced teachers
- to develop and apply effective procedures for classroom observation
- to prepare formative and summative reports for assessment purposes
- to liaise with the Assistant Head concerning LEA/GwE INSET
- to liaise with externally GwE appointed mentor to organise observations and support
- to ensure EWC processes and forms are completed accurately.
- to creating a positive and supportive climate

2.4 Assistant Head (Curriculum)

- to ensure that the teaching, pastoral and administrative responsibilities of new teachers are matched to their experience, expertise and needs.

3. At the end of the first year of teaching

If the NQT has completed all the requirements of the inductions, they will pass their NQT induction year and qualify fully as teacher with QTS.