

## NQT QUESTIONNAIRE

Based on your experience in Terms 1 and 2, would you kindly answer the following questions, indicating your response by putting a tick in the relevant box and responding in the space identified for comment.

	YES	NO
<b>INDUCTION MEETINGS</b>		
<ul style="list-style-type: none"> <li>• Has time be allocated for regular support meetings with your mentor/induction tutor? If yes, please state the number of meetings per term (of a <b>six</b> term year)</li> </ul>		
<ul style="list-style-type: none"> <li>• Are you clear about how to access your mentor/tutor and others offering help in school?</li> </ul>		
<ul style="list-style-type: none"> <li>• Is a clear agenda set for these support meetings? Do you contribute to the agenda setting?</li> </ul>		
<ul style="list-style-type: none"> <li>• Is a clear record (minutes/notes) taken and kept of all meetings?</li> </ul>		
<b>OBSERVATIONS</b>		
<ul style="list-style-type: none"> <li>• Were you observed within your first four weeks of teaching? (This is statutory)</li> </ul>		
<ul style="list-style-type: none"> <li>• How many times were you observed in the first two terms (of a <b>six</b> term year?)</li> </ul>		
<ul style="list-style-type: none"> <li>• Are you given quality feedback, with targets identified for future development?</li> </ul>		
<ul style="list-style-type: none"> <li>• How many planned observations have you made so far of teachers in your school?</li> </ul>		
<ul style="list-style-type: none"> <li>• How many planned observations have you made so far in other schools?</li> </ul>		
<b>CAREER ENTRY DEVELOPMENT PROFILE (CEDP)</b>		
<ul style="list-style-type: none"> <li>• Review Meetings and Action Plans Have you set an action plan for each term so far based on your CEDP (following transition point 1) <b>or</b> review meetings?</li> </ul>		
<ul style="list-style-type: none"> <li>• Do you (in partnership with your tutor/mentor) contribute to these targets?</li> </ul>		
	<b>YES</b>	<b>NO</b>
<b>ASSESSMENT</b>		
Are the Core Standards being used to: <ul style="list-style-type: none"> <li>• Discuss and inform you about your progress?</li> </ul>		
<ul style="list-style-type: none"> <li>• Set targets for development?</li> </ul>		

<ul style="list-style-type: none"> <li>• Have you been a partner in the discussions about your assessment that has resulted in the completion of this terms assessment form?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are you made fully aware of all assessment decisions/judgments being made about your progress?</li> </ul>		
<b>STATUTORY</b>		
<ul style="list-style-type: none"> <li>• Are you getting 10% non-contact NQT time in addition to your allocated PPA time?</li> </ul>		
<ul style="list-style-type: none"> <li>• How is this organised? Weekly/in blocks?</li> </ul>		
<ul style="list-style-type: none"> <li>• Is this entitlement safeguarded? (for example, not suddenly absorbed for supply/sickness cover)</li> </ul>		
<ul style="list-style-type: none"> <li>• Are you, with advice from your Induction tutor/ mentor, deciding how to spend this 10% non-contact?</li> </ul>		
<ul style="list-style-type: none"> <li>• Do you keep a record of how you use this time?</li> </ul>		
<ul style="list-style-type: none"> <li>• Are you receiving in-house and external professional development as part of a planned programme?</li> </ul>		
<ul style="list-style-type: none"> <li>• Have you attended the Local Authority/primary/secondary network meetings?</li> </ul>		

**OTHER COMMENTS**

<ul style="list-style-type: none"> <li>• Please use this section as an opportunity to feedback any positive/negative features of the last 2 terms, (of a six term year) that you feel have made an impact on your practice:</li> </ul>
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**Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for taking the time to complete this form. The outcomes will be used to guide the Adviser visits in the Spring Term and to-inform the future NQT training.

Please return to **NQT Administration, Schools' Personnel,**  
**PO Box 2082, The Council Offices, Castle Street,**  
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**Tel 01454 863212 Fax No 01454 863260**  
[liz.townend@southglos.gov.uk](mailto:liz.townend@southglos.gov.uk)  
**BY THE END OF YOUR SECOND TERM OF TEACHING**  
**(by Christmas if you started in September)**