
SUGGESTIONS FOR A NEWLY QUALIFIED TEACHER INDUCTION PROGRAMME

It is expected that all NQTs will be 'inducted' in their new school, particularly in the first couple of terms.

This may be organised as a regular school activity, or as a cluster activity.

- Overview of the school calendar – this supports the 'Big Picture'
- School/class timetables
- Sessions with subject leaders focusing on schemes of work and resources
- Planning procedures and accepted proformas.
- Participation in staff meetings and briefings.
- Lists of staff contact details as appropriate
- Personal introductions to teachers
- Use of Career Entry and Development Profile, action planning
- Structures for observations of the NQT time with Induction Tutor/mentor and dates of formal assessments.
- Marking and feedback
- SENCO – IEP writing – monitoring pupil progress
- How to observe a lesson and learn from the experience
- Working with Teaching Assistants and other support staff effectively
- Report writing
- Participating in Parents' Evening
- Policies to be aware of
- Able pupils and strategies to support them
- Health and Safety especially Risk Assessment and First Aid
- Child Protection guidance
- How to prioritise time and tasks in order to maintain a healthy work life balance