

Return to Jeanette Cryer / Anne Tovey  
Schools' Personnel  
South Gloucestershire Council  
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Castle Street, Thornbury,  
South Gloucestershire BS35 9BQ

## NQT Induction: final assessment and recommendation

### Instructions for completion

- Where tick boxes appear please insert "X".
- The Head teacher/principal should retain a copy and send a copy of this completed and signed form to the Appropriate Body within 10 working days of the NQT completing the induction period.
- The original copy should be retained by the NQT.
- Full guidance on statutory induction can be found at [www.teachernet.gov.uk/induction2008](http://www.teachernet.gov.uk/induction2008).

### Recommendation:

- The teacher named below has **met** the Core Standards for the satisfactory completion of induction
- The teacher named below has **not met** the Core Standards for the satisfactory completion of induction

### NQT's personal details:

Full name		Former name(s) (where applicable)	
<input type="text"/>		<input type="text"/>	
Date of birth	DCSF/teacher reference number	National insurance number	
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>	
Name of institution (e.g. school or college)		DCSF institution number (if applicable)	
<input type="text"/>		<input type="text"/> / <input type="text"/>	

Appropriate Body receiving this report

Date of the beginning of the final assessment period:

**Full Time:** Number of terms completed during the final assessment period (usually 2 terms of a 6 term year) – see statutory guidance paragraphs 2.45 and 2.46):

**or**

Where **Part time:** Number of days completed during the final assessment period (where the period is calculated in days – see statutory guidance paragraph 2.47 – 2.53):

Date of end of the final assessment period:

Does the NQT work:  Full time  Part time

Number of days of absence during the (**entire**) induction period

## Confirmation of induction:

I confirm that the NQT has experienced support and monitoring in line with statutory guidance ([www.teachernet.gov.uk/induction2008](http://www.teachernet.gov.uk/induction2008))

If a reduction to the number of days to be served by the NQT has been agreed with the appropriate body please include the number of days here (for more information on reductions see paragraph 3.2 of the guidance on statutory induction [www.teachernet.gov.uk/induction2008](http://www.teachernet.gov.uk/induction2008)).

## Assessment of progress against the Core Standards:

The Head teacher/principal or induction tutor should record, in the box below, brief details of the NQT's progress against the Core Standards including:

- strengths;
- areas for further development
- evidence used to inform the judgements; and
- where appropriate, targets to be met.

In completing this box, use as headings either the three areas of the new Professional Standards Framework ([http://www.tda.gov.uk/upload/resources/pdf/s/standards\\_core.pdf](http://www.tda.gov.uk/upload/resources/pdf/s/standards_core.pdf)), or the five themes as outlined in *Supporting the induction process: TDA guidance for newly qualified teachers* ([http://www.tda.gov.uk/upload/resources/pdf/c/core\\_standards\\_guidance.pdf](http://www.tda.gov.uk/upload/resources/pdf/c/core_standards_guidance.pdf)).

### The three areas of the new Professional Standards Framework:

- Professional Attributes
- Professional Knowledge and Understanding
- Professional Skills

### The five Themes from *Supporting the induction process: TDA guidance for newly qualified teachers*:

- Developing Professional and Constructive Relationships
- Working within the Law and Frameworks
- Professional Knowledge and Understanding
- Professional Skills
- Developing Practice

Comments **must** be in the context of and make reference to specific Core Standards, and include comments for all 4 bullet points above. Please continue on a separate sheet if required.

**Comments by the NQT:**

The NQT should record their comments or observations on their induction to date.

Please reflect on your time throughout your entire induction period and consider:

- Whether you feel that this report reflects the discussions that you have had with your induction tutor and/or head teacher/principal during this assessment period; and,
- you received your full range of entitlements in accordance with regulations and guidance ([www.teachernet.gov.uk/induction2008](http://www.teachernet.gov.uk/induction2008)),
- areas where you feel you require further development/support/guidance when looking towards the next stage in your career? Please indicate these are part of your comments in the box below.

I have discussed this report with the induction tutor and/or head teacher/principal:

Yes

No

I have the following comments to make (it is expected that the NQT will make a comment):

This form should be signed below. If sent electronically, please send in this final page as a hard copy

with completed signatures.

Signed: **Head teacher/principal**

Date

Full name (CAPITALS)

Signed: **NQT**

Date

Full name (CAPITALS)

Signed: **Induction tutor** (if different from Head teacher/principal)

Date

Full name (CAPITALS)