

## SECTION 4

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# AFTER INDUCTION

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### 1 Final assessment form

As with your 1st and 2nd assessment forms, the 3rd and final assessment form is completed by the Induction Tutor and Headteacher, signed by them and you (with the option for you and the school to add comments if you wish) and sent to the LA. The LA verifies the form and your personal details, and sends you a letter confirming that you have completed induction subject to ratification by the GTC.

### 2 Notification to the General Teaching Council

When all the final forms for that term have been received (and only then – **this is why it's important for the school to send the Local Authority the final form within the deadline stated**) the LA sends a spreadsheet to the General Teaching Council listing all the NQTs in the Authority who have successfully completed induction during that term.

### 3 Induction Certificate

The GTC then checks each LA's returns, confirming NQTs' personal details and cross-checking the lists against their lists of teachers with QTS. If there are any discrepancies they will query these with the LA. They then send Induction Certificates for each of the LA's NQTs and the LA distributes these to the teachers via their schools. Please be patient – there is often a wait of a number of weeks for the GTC to produce the certificates, as they are dealing with thousands of individuals. **When you receive your certificate, keep it safely with your QTS certificate** as you will have to produce both certificates throughout your career as evidence of eligibility to teach in maintained schools or non-maintained special schools. The accompanying letter will explain what to do if there are any errors on the certificate, for example in the spelling of a name.

**If you leave the school after completing induction, contact the school and LA with your forwarding address, or your certificate will be delayed.**

### 4 Golden Hellos (teachers of shortage subjects)

Golden Hellos are payable to teachers who:

- \* qualified via postgraduate training in an academic year from September 2000 onwards
- \* qualified to teach one of the shortage subjects
- \* received a training bursary from the Government.
- \* have completed induction and this has been confirmed by the LA

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- \* within 12 months of completing induction must be employed as a qualified school teacher in:-
  - a maintained secondary school
  - a maintained or non-maintained Special School
  - an Academy in England
  
- \* teachers must be employed to teach the subject for which they trained

If you are eligible for a Golden Hello, when you initially claimed the training incentive from your training establishment/university you will have been given a Golden Hello claim form. This should be completed by you and your Headteacher **after it has been confirmed by the Local Authority that you have completed induction.**

Golden Hellos are paid with your salary and are subject to tax and National Insurance.

For more information: <http://www.tda.gov.uk/goldenhellos>

## 5 Continuous Professional Development

You must meet the Core Standards to complete induction successfully **and be allowed to continue to teach in maintained (or non-maintained special) schools.**

Your Induction Tutor will ensure that from the early stages of induction you reflect on your practice and contribute to identifying your development plan. By the end of the induction year you should be able to take responsibility for maintaining your development into the second and third years of teaching and beyond. Your school may wish to provide you with a peer mentor for the purposes of focusing on CPD, or use cluster groups to facilitate this activity.

Section 6 gives suggested formats for planning and reflecting on learning.

### **Towards the end of induction**

You and your Induction Tutor should look back at the induction period to review progress and achievements and to evaluate the induction support programme. These reflections should be recorded in the CEDP at Transition Point 3.

Final assessments should identify future objectives and complementary development activity, linked into the school's performance management process.