

SCHOOL PROVISION

Statement	Yes	No	Comments/Evidence
School/institution has evidence of NQT's QTS			
School has registered all its NQTs for induction with Bury MBC			
School/institution has a policy for NQT induction			
Governors are periodically updated & involved regarding NQT's progress and status			
Headteacher's role in induction – how is this discharged?			
Transferring NQTs – previous documents collected from previous school/LA			
School submits termly reports in timely manner and in line with handbook requirements			
Induction Tutor has current Bury Mentor File			
School/institution has ways of ensuring consistent and equitable induction provision and judgement for each NQT			
The NQT has been provided with a job description			

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Statement	Yes	No	Comments/Evidence
The school has procedures for recording absence during induction			
The NQT is not expected to regularly cover for absent colleagues			
The school knows how to raise any concerns with the Appropriate Body			
The NQT has been told how long the induction period is (part-time NQTs)			
The NQT has a designated and trained induction tutor and meets regularly with them			
Induction roles and responsibilities have been discussed and are clear to all involved Bury File for Induction Tutors of NQTs			
Time has been identified for regular (at least half-termy) formal progress review meetings between the induction tutor and NQT			
10% release time has been provided for the NQT to undertake induction-related activity in addition to PPA time – arrangements for monitoring the use made of release time			
The NQTs timetable provides fair and reasonable opportunity for the NQT to meet the Standards			
School has collected and use has been made of transition from ITT reviews and/or other evaluations from ITT to inform identification of development needs			

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Statement	Yes	No	Comments/Evidence
The NQT has a written action plan with clear objectives and review dates etc			
The NQT's induction programme has been formalised and includes professional development opportunities			
The NQTs teaching will be formally observed, discussed and recorded within the calendar outlined in the Induction File			
The school are observing/assessing the NQT against the Teachers' Standards 2013			
School's judgements about NQTs are supported by a range of evidence			
There is evidence of robust & systematic & ongoing monitoring and evaluation of the NQTs progress towards Standards and targets			
The NQT has/will have opportunities to observe good and/or outstanding teachers - in school & externally			
Means of recording review meetings, observations and other induction activities are in place			
Use is being made of BPLC website for training requirements			
Overall the school is providing a suitable induction programme which reflects the 2013 DFE statutory guidance			

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Based on discussion with NQT (s)

Statement	Yes	No	Comments/Evidence
NQT attended welcome session			
The NQT has a current Induction File			
NQT is aware of the BPLC website			
Induction roles and responsibilities have been discussed and are clear			
The NQT is fully aware of the induction arrangements and mechanisms through which professional concerns can be raised in the school and with the LA officer with NQT responsibility			
The NQT knows how long the induction period is to last (part-time NQTs)			
The NQT's induction programme has been formalised and includes written action plan identifying clear objectives			
Relevant and effective use made of 10% release time			
NQT has been observed in line with statutory requirements			

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Statement	Yes	No	Comments/Evidence
NQT has a basic accessible induction record & professional development file (copies of action plans and observation feedback etc)			
NQT has opportunities to network with other NQTs			
The NQT has/will have opportunities to develop their knowledge and understanding of how to make effective personalised provision for pupils with EAL and SEN			
The NQT is taking responsibility for own induction & professional development			

OBSERVATION OF NQT: Where the NQT's teaching is observed - how well are they performing against the Teachers' Standards?

ADDITIONAL INFORMATION [provided by the school in discussion with the Headteacher, Head of Key Stage or Induction Coordinator/Tutor]

Any concerns, which you may have, or aspects of good practice for wider dissemination.

Signature of LA Adviser: _____

Signature of Headteacher: _____

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School provision for "at risk" NQT	
<ul style="list-style-type: none">• Additional support provided (what/who) please give brief details• NQT aware of status/concerns and development areas• Written confirmation of "at risk" status has been issued (report & letter from Head)• LA Officer is informed of concerns• NQT has been advised to seek Professional Association advice	