

Essential Information for Newly Qualified Teachers (NQTs) Working in Lancashire

Information for NQTs, schools, ITT Providers and Supply Agencies

Why you should read this

Lancashire County Council's NQT Induction Steering Group is the 'Appropriate Body' for NQT induction in Lancashire County schools. It receives assessment forms, monitors NQTs' progress and, under exceptional circumstances, grants exceptions to the four-term-supply rule. The Group has produced this leaflet to inform knowledge about the regulations and requirements for NQT induction. All NQTs should be aware of these, particularly those who are working as supply teachers, because the type and duration of supply work is limited by the regulations.

The information in this leaflet is taken from the Statutory Guidance on Induction for Newly Qualified Teachers in England (DCSF-00364-2008), which you can download in full from www.teachernet.gov.uk/publications. This Guidance explains the provisions of the Education (Induction Arrangements for School Teachers) (England) Regulations 2008, which came into effect on 1 September 2008.

Do I have to do induction?

All qualified teachers who are employed in a 'relevant school' in England must, by law, have completed an induction period satisfactorily (or be in the process of completing it). A 'relevant school' is a maintained school or non-maintained special school in England, including a maintained nursery school or a PRU. (For exceptions to this rule, see Annex B of the Guidance).

This requirement applies to all newly qualified teachers, both those employed directly by a school and those undertaking supply work in relevant schools (as discussed later in this document).

There is no legal requirement to satisfactorily complete an induction period if an NQT intends to work solely in an independent school or in a Further Education (FE) institution. However, an NQT can, subject to certain conditions, serve an induction period in such settings, provided the NQT has QTS

before the induction period starts and a prior agreement has been reached with an Appropriate Body.

Where can I do induction?

Workplaces which **can** offer statutory teacher induction are:

- a 'relevant school' in England (see above, except a PRU): this includes a maintained nursery school, a nursery that forms part of a maintained school and a local authority maintained children's centre;
- an independent school in England (including an academy or a city technology college, by prior arrangement with an Appropriate Body);
- a FE institution, including a sixth form college (by prior arrangement with an Appropriate Body).

Induction can take place in a maintained nursery school, a nursery that forms part of a maintained school or a children's centre that is maintained by the Local Authority and has been legally designated as a maintained nursery school. In all cases, the nursery or children's centre must have a headteacher who can make the recommendation against the core standards, and provide the NQT with an induction tutor who holds QTS.

Where *can't* I do induction?

Workplaces which **cannot** offer statutory teacher induction are:

- a pupil referral unit (PRU);
- a secure training centre;
- a school requiring special measures (except in cases where Ofsted have judged a school, or part of a school, to be suitable to host induction);
- a FE institution where the overall effectiveness of the institution, or part of its education or training, has been judged to be inadequate (except in cases where Ofsted has judged the institution to be suitable to host induction);
- independent schools that have not reached an agreement with an Appropriate Body;
- private nurseries and other early years settings that have not reached an agreement with an Appropriate Body or where the NQT will not be predominantly teaching children aged three and over;
- schools abroad, including British schools.



What periods of employment can count towards induction?

It is important that each NQT is in post long enough for those responsible to be able to form a fair and reasonable opinion of his or her work. Regulations therefore specify a minimum period of employment that can be counted towards completion of the induction period an NQT must serve (for both full time and part-time NQTs). This minimum is one continuous term or more (based on an institution that operates three terms in an academic year).

Consequently, provided at the outset an NQT's contract/appointment is for at least a term, an NQT may serve their induction in one, two, three or more institutions. For example an NQT may serve:

- two terms of induction in one institution on one contract, and one term in another;
- one and a half terms in one institution on one contract and one and a half terms in another; or
- three terms in three different institutions on three different contracts.

However, it would not be possible to serve two and a half terms of induction in one institution and the remaining half a term in another. Although the first contract would meet the minimum period criteria, the second would not. NQTs in this situation will, therefore, serve a longer induction in order to complete the induction period.

This minimum is a *calendar* term. Where all other conditions for induction are met, an NQT who is contracted to work for a Full Time Equivalent of 0.5 for a whole calendar term, will complete 0.5 of a term-equivalent towards induction. An Interim Assessment Form should be completed for this work if the NQT leaves the establishment at the end of this period, and be shown to the next school.

NQTs who are not employed to work within a term structure must be given a contract of at least 63 days before a period of employment can count towards induction.

Where a full-time NQT starts his or her period(s) of employment counting towards induction on a day after the first day of a term, the total induction period must equal the number of days in the academic year of

the school in which they started induction. This will ensure that the NQT, the school and the Appropriate Body are clear from the outset about how many days the NQT must serve to complete the period.

Where an NQT who starts induction in a school works part-time at any point during their induction, the total number of days the individual will have to serve in order to complete induction will still be the number of days in the academic year of the school in which the NQT started induction.

To calculate the period of time it will take for a part-time NQT to complete his or her induction period, divide the total number of days' induction the NQT must serve by the full-time equivalent (FTE) percentage that the individual is contracted to work. For example: an NQT contracted to work a FTE of 0.6 in a maintained school, who is required to serve an induction period of 195 days, would need to be employed for a period of 325 days ($195 \div 0.6 = 325$) in order to complete the induction period.

What monitoring and support should I receive during induction?

The headteacher/principal and induction tutor should ensure that a suitable monitoring and support programme is put in place. A suitable programme must include the following components:

- support and guidance from a designated induction tutor who has the time and experience to carry out their role effectively;
- observation of the NQT's teaching and follow up discussion;
- regular professional reviews of progress;
- NQT's observation of experienced teachers
- other personalised professional development activities, based on the NQT's priorities for professional development, new areas of need due to the particular post, and the core standards;
- in planning the activities that are needed to help the NQT meet their objectives, the NQT and the induction tutor will want to draw on the NQT's thinking at the end of initial teacher training, updating plans over the period.

The School Teachers' Pay and Conditions Document says the headteacher must ensure an NQT should have a timetable of no more than 90% of the timetable of other main scale teachers in the school without responsibility points.

What about assessments?

There should be three formal assessment meetings over the course of the three terms, after which an assessment form will be completed. During the meeting, induction tutors must ensure they tell the NQT the judgements to be recorded in the formal assessment record, which will be sent by the headteacher/principal to the Appropriate Body. NQTs should add their comments to the assessment record.

When an NQT leaves a post after completing more than one term in an institution but before the next formal assessment would be required, the headteacher/principal must complete an interim assessment. This should take place before the NQT leaves his or her post in order to ensure that the NQT's progress and performance since the last assessment are captured.

The NQT Steering Group recommends that NQTs should keep copies of all assessment forms that are submitted for them. This is particularly important for NQTs who will be moving between schools during induction – for example, supply teachers on fixed-term contracts - or those completing induction on a part time basis (where there may be a long delay between starting induction and the completion of the final assessment form). NQTs who are leaving a school should also always provide a forwarding address so that they can be contacted should any queries arise.

The final assessment

Following the third and final formal assessment meeting, the relevant assessment form should be completed by the induction tutor and/or headteacher/ principal (as appropriate). This form must record the headteacher/principal's final recommendation as to whether or not, upon completion of the induction period, the NQT has met the core standards.

The headteacher/principal, the induction tutor and the NQT must then sign the final assessment form and the NQT should be invited to add their comments before signing the form. The headteacher/principal should ensure a signed copy of the assessment form, containing the recommendation, is sent to the Appropriate Body within ten working days from the date of completion of the induction

period. The headteacher/principal should keep a copy, and give the original to the NQT. Copies of all assessments and supporting evidence should be retained for six years by the headteacher/principal and the Appropriate Body.

All being well, NQTs will receive a certificate from the GTCE confirming that induction has been completed satisfactorily. The restrictions on short term supply will then no longer apply. This certificate will be sent to the address on the final assessment form; it is therefore important that this address is up to date.

Failure to complete the induction period satisfactorily means that the NQT is no longer eligible to be employed as a teacher in a maintained school, a maintained nursery school, a non-maintained special school or a pupil referral unit. Within 20 working days of receiving notification that he/she has failed, the NQT must say if they will be exercising their right to appeal. After 20 days, this right expires except in exceptional circumstances.

Can supply posts count towards induction?

A supply teaching contract can only count towards the induction period if it is clear from the outset that the contract will last for the required minimum period of one term. The headteacher/principal must also comply with all of the applicable requirements for hosting induction and the workplace must meet the criteria on page 1.

Short-term supply placements of less than one term, or equivalent, *cannot count towards induction*, as such a post will not provide an NQT with the breadth of experience, support and assessment necessary to enable the NQT to demonstrate that they have met the core standards. If a short-term supply contract is extended beyond one term the induction programme *cannot be backdated* but should be put in place as soon as practicable, once it is agreed that the contract will last for a further term or more.

What is the 'four term' (16-month) supply rule

A qualified teacher, who has not completed an induction period, can undertake some short term supply work in a relevant school but this is limited to 16 months only. The 16 month

limit starts on the day that the teacher begins their first short-term supply contract and is measured as a fixed calendar period, rather than an aggregation of short periods of supply work. This means that the 'clock starts ticking' as soon as short-term supply work commences and does not stop during periods when the teacher is not undertaking short-term supply work.

Once the 16 month limit is reached the teacher cannot undertake any further supply work (of any duration) in a maintained school, non maintained special school, maintained nursery school, or pupil referral unit (PRU) unless:

- an extension has been granted by the Appropriate Body (see below); or
- the post in question is a supply placement of at least one term in a setting in which induction can be undertaken, and the NQT is serving an induction period; or
- the teacher is, whilst working part-time on a supply basis, serving induction concurrently on a part-time basis in another post.

What about extensions to the rule?

Under 'exceptional circumstances' an Appropriate Body can agree to extend the period during which a teacher can undertake short-term supply work beyond the 16 month limit. Some examples of circumstances that might be considered appropriate would be:

- personal circumstances, e.g. childcare or other care commitments, that mean the teacher is unable to move to another region in search of posts that can offer induction; or
- serious illness, injury or disability has prevented or is preventing the teacher from securing a suitable post for induction.

The Appropriate Body has discretion to extend the limit by *up to a maximum of 12 months* (these are *calendar* months starting from the first day of supply past the initial 16 months). An Appropriate Body is only able to approve an extension for teachers wishing to work in schools for which the Appropriate Body has responsibility. If a teacher moves to another Local Authority, (or chooses to work in more than one Authority concurrently) he or she would have to apply to the new Appropriate Body in order to continue to undertake short-term supply work in a relevant school. In all cases it will only be possible to allow an

extension of a further 12 months beyond the initial limit of 16 months.

Applying to the Steering Group for an extension to the rule

NQTs working in Lancashire schools who wish to apply to the Steering Group for an extension to the four term supply rule should visit the Lancashire NQT website at <http://www.lancsngfl.ac.uk/projects/nqt/> to download, complete and return the extension application form. This form must be completed in full; the Group will not consider extensions where incomplete information is provided.

Applying NQTs must provide comprehensive information about the 'exceptional circumstances' that have prevented them from finding work to complete induction. Where NQTs cite difficulty in finding posts for induction, they must show that they have applied unsuccessfully for several posts. The Group therefore recommends that NQTs keep records of all posts they apply for. Any personal information provided will be treated as confidential.

As above, the Steering Group is only empowered to grant extensions in 'exceptional circumstances' and must use its discretion to decide what those circumstances shall be. An extension is not an 'entitlement' and the Steering Group is not responsible for any loss of earnings as a result of choosing not to grant an extension, or any delay in reaching a decision.

Where NQTs have already undertaken supply work beyond the 16 month supply limit, the Steering Group must backdate any extension granted to the first day of that work. Similarly, where an extension has been granted by another Appropriate Body, the Steering Group must backdate any extension they grant to the first day of the original extension.

Contact details

NQTs can contact the Steering Group by calling 01254 220740. Further details are available on the website above.

