

TIMELINE INDICATING THE STAGES OF THE INDUCTION PERIOD FOR THOSE WITH RESPONSIBILITY FOR THE INDUCTION PERIOD

School:	SCHOOL DETAILS: NQT:
Headteacher:	Date of QTS: Contract (delete as required): Permanent/Temporary
Induction Tutor:	Length of contract (if temp):
Mentor:	Mobile/email:

Term 1 Autumn	LA ACTION		SCHOOL ACTION		
	Support & Monitoring	Formal Assessment	Support & Monitoring	School programme for NQT	
w/b 07.09.09 14.09.09 21.09.09 28.09.09 05.10.09 12.10.09 19.10.09 Half Term w/b 26.10.09 02.11.09 09.11.09 16.11.09 23.11.09 30.11.09 07.12.09 14.12.09 End of term 18.12.09	<p><u>Action to include:</u></p> <p>LA network meetings. News sheet (update). NQT Training – see panel opposite. Support for schools where necessary.</p> <p>WELCOME MEETINGS 16.00 – 17.45 tea at 15.45 28.09.09 Primary 29.09.09 Secondary</p> <p>NEW INDUCTION TUTOR TRAINING 25.09.09 09.00 – 12.00 with lunch to follow</p> <p>NQT LEADERS FORUM 12.11.09 13.45 – 16.00 lunch at 13.00</p>	<p>Woolley Hall - Core Programme</p> <p>BEHAVIOUR MANAGEMENT 09.00 – 16.00 19.10.09 Primary 21.10.09 Secondary</p> <p>CHILD PROTECTION 09.00 – 12.00 06.10.09 Primary 08.10.09 Secondary</p> <p>SECONDARY MATHS 12.10.09 09.00-16.00 04.11.09 PRIMARY EAL 13.00-16.00 10.11.09 HEALTH AND SAFETY 11.11.09 SECONDARY EAL 13.00-16.00 16.00 – 17.45 17.09.09 LIBRARY SUPPORT 10.00 – 12.00</p> <p>ASSESSMENT FOR LEARNING 09.00 – 15.30 17.11.09 Primary 24.08.09 Secondary</p> <p>CREATIVE PLANNING 09.00 – 12.00 (Primary) 13.00-16.00 (Primary & Secondary)</p> <p>HOW TO INSPIRE CHILDREN TO WRITE 09.12.09 09.00-12.00 (Primary)</p>	<p>CEDP Transition Point 2</p> <p>Assessment Meeting 1 with Induction Tutor and/or Headteacher</p> <p>Main focus: meeting core standards</p> <p>Send to LA</p>	<p>Objectives for induction set based on strengths, priorities identified in CEDP, school context, and Induction Standards.</p> <p>Observation of NQT and follow-up discussion within 4 weeks for first term, then half termly</p> <p>Meeting to review progress and objectives.</p> <p>Observation of NQT and follow-up discussion.</p> <p>Meeting to review progress and objectives.</p>	<p>Individualised support programme for NQTs, to include:</p> <ul style="list-style-type: none"> ➤ observation of teachers; ➤ meeting with SENCO; ➤ meeting with core subject coordinators/heads of departments; ➤ 10% extra release time for: <ul style="list-style-type: none"> • observation in other schools; • meetings; • training at school; • central training • regular meetings with Induction Tutor (weekly) • discuss M Level accreditation).

A copy of this to be sent with report to LA. Highlight and date action taken.

Signed **Position:**

Assessment sheets to be forwarded to NQT, Woolley Hall by **11th December 2009**

