

**Accredited Appropriate Body for Primary and Secondary NQTs**

Our Teaching School has been an Appropriate Body for NQT Induction since 2013 supporting both primary and secondary NQTs.

**Registering NQTs**

* You are able to register your NQTs as soon as they are appointed
* Our role as the appropriate body, is to quality-assure the induction process.
* If you wish our teaching school to be the appropriate body for your NQTs, please register your intent by completing the form below.
* Please inform Caroline Duncombe (adminPLN@lyonshall.org.uk) as soon as an NQT is appointed if you wish our teaching school to be the appropriate body.
* We shall need evidence that the NQT has achieved QTS prior to beginning the induction process.
* We will then determine the start date for induction and contact you and your newly appointed teacher, to ensure that you are fully aware of the process.

**Costs** The annual charge for the Induction service for each NQT is **£250** (or £90 a term)

**The Induction Service**

* Registration of the NQT and returns to the TRA
* Induction Tutor/Mentor Training
* Quality-assuring the process of your in-school support.
* Providing or brokering external support if required
* Providing formal end of term assessment documents.
* Monitoring of all end of term reports for NQTs.
* Making the final decision as to whether or not an NQT’s performance, against the relevant standards, is satisfactory, drawing on the recommendation of the headteacher.

**Joint responsibility**

The DfE guidance makes it clear that partnership between the headteacher and appropriate body is important as there is a joint responsibility to ensure that each NQT experiences a high quality, supportive induction year. A designated Induction Tutor must be provided by your school for each NQT and a 90% timetable plus additional 10% PPA time must be provided.

The induction tutor must hold QTS and have the necessary skills and knowledge to work successfully in this role and should be able to provide effective coaching and mentoring. This is a very important element of the induction process and the induction tutor must be given sufficient time to carry out the role effectively and to meet the needs of the NQT.

**Assessment of NQT performance**

* Headteachers will need to assess an NQT’s performance at the end of their induction period using the Teachers’ Standards.
* You will need to make a formal assessment on a termly basis. Copies of the assessment must be sent each term to the Teaching School. We shall provide forms to facilitate this process. Adherence to confidentiality and data protection requirements will be ensured.
* As the appropriate body we will make the final decision as to whether or not an NQT’s performance against the relevant standards is satisfactory, drawing on your recommendation as the Headteacher. The Teaching Regulation Agency will then be informed of the outcome within a strict time frame.

**Additional support for NQTs**

*If it becomes apparent that an NQT is not making satisfactory progress, the appropriate body should be informed and the headteacher must ensure that additional monitoring and support measures are put in place immediately.*

The first monitoring visit is included in the charge for the Induction Service. We will be available to provide or broker additional support for your NQT on a consultancy fee basis. As an appropriate body it will be our responsibility to quality-assure the further development and support that is offered to your NQT. If an NQT requires additional time to complete their induction or if the NQT fails to complete their induction adequately, as an appropriate body we will inform the NQT of their right of appeal.

**Completing the induction period**

An NQT completes their induction period when they have served:

* The full time equivalent of a standard school year (usually three terms); or
* A reduced period (as agreed with the appropriate body and headteacher) based on previous teaching experience (see Statutory Guidance)

Or

* An extension to that period, as a consequence of absences occurring during the period; or
* An extension following a decision by the appropriate body or the Teaching Agency.
* The appropriate body makes the final decision as to whether or not an NQT’s performance against the relevant standards is satisfactory, drawing on the recommendation of the headteacher.

**Verity Boreham** **Caroline Duncombe**

NQT Professional Learning Co-ordinator NQT Administrator

T: 07833472639 E: adminPLN@lyonshall.org.uk

E: vboreham@lyonshall.org.uk

**Registration**

Please return the details below to Caroline Duncombe (adminPLN@lyonshall.org.uk)

We wish to register our NQTs with Lyons Hall School Appropriate body

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Headteacher** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Contact**

**Telephone number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **e mail address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director: Verity Boreham

Lyons Hall Primary School

Deerleap Way, Braintree, Essex, CM7 9FH

Tel: 07833472639

Email: directorPLN@lyonshall.org.uk

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