

NQT Induction Service

Professional and proactive support for NQT induction and development



“As a newly appointed professional tutor, I have found the support and advice offered by the Central Bedfordshire NQT service to be excellent.”

**Central
Bedfordshire**

Why you need an Appropriate Body

The statutory guidance for teacher induction states that an NQT's induction cannot begin until an AB has been appointed. The AB is responsible for ensuring that NQTs receive effective and appropriate support and that assessment is fair and consistent across institutions. The AB is neutral, balancing the requirements of schools, NQTs and the teaching profession. In Central Bedfordshire, a team of professionals drawn from our teaching schools supports the LA in carrying out the statutory quality assurance of induction.

Introduction to our NQT induction service

Central Bedfordshire Council offers a comprehensive 'Appropriate Body' and NQT induction service which provides support for all settings. We provide guidance, advice, training and quality assurance to help schools ensure their NQT induction provision complies with the Department for Education's statutory requirements.

Our service is comprehensive, with no surprise costs. Our fee covers:

- Registration of NQTs and updating of TRA records
- A half-day training course on the induction process for all NQTs and induction tutors (ITs)
- A detailed handbook and all paperwork that NQTs and ITs need throughout the induction process
- A one-day conference for NQTs exploring best practice in teaching and learning and looking towards future career development
- Maintenance of records in accordance with statutory guidance
- Phone and e-mail support for induction tutors and NQTs on all aspects of induction
- A review of all assessment forms and feedback and help to address any issues identified
- Inclusion within the LA's monitoring programme, with an option to request a visit if not selected for monitoring
- Bespoke support in cases where an NQT is at risk of failing induction.

“We found the monitoring visit really useful in reassuring us that we were providing a good induction programme and giving us ideas on how we could make our support for NQTs even stronger.”

Fees for 2019/20

Fees are invoiced on a termly basis. Please contact Jo Brown to find out about discounted fees if you have 4 or more NQTs:

Institution	Fee per NQT per term
Maintained schools in Central Bedfordshire	£84
Academies and free schools within Central Bedfordshire	£121
Schools and academies outside Central Bedfordshire	Price on request

Essential training for vital roles

It is vital that everyone involved in induction understands the process and their role in it. The LA NQT Coordinator and members of the teaching schools' NQT team run half-day training sessions for NQTs and ITs which comprehensively cover:

- the roles and responsibilities of everyone involved in induction;
- developing a personalised induction programme to meet each NQT's specific needs;
- how to track progress against the Teachers' Standards to build a secure evidence base for assessment;
- how assessment is carried out across the induction period – including timing of assessments, making judgements and keeping the NQT informed;
- assessment documents and how to complete them;
- what to do and who to contact in the event of any concerns about progress or about the induction process.

“I am now very clear on what my role will be and who to turn to if there are problems; the course has developed my understanding and I can now be proactive and prepared.”

When things are not straightforward... flexible and responsive support

We provide prompt e-mail and phone support to help with any questions you have about the particular circumstances of your NQT – whether it is helping understand any previous periods of induction the NQT has completed, calculating the timing of assessment reports when NQTs work non-standard hours, or advising on what paperwork to complete when.... Whatever the query, we are here to help.

Where there are concerns about an NQT's progress, we will visit to help ensure the school provides appropriate support and can fulfil its statutory responsibilities. We can help the school be more secure in its judgements of NQTs by conducting paired observations and reviewing evidence. Where an NQT is at risk of not completing induction successfully, we can provide advice to the headteacher, induction tutor and NQT to help develop a programme of support for the NQT and make sure everyone involved understands their role in the process and all the options available.

“When one of our NQTs was struggling, it was reassuring to be able to pick up the phone and get impartial and really helpful advice. Colleagues were able to come and meet with our NQT and induction tutor to offer support and this enabled us all to work together to turn things around.”

Contacts

Kate Charlton - NQT Coordinator	Tel: 0300 300 6928 or 07342 091564 Email: kate.charlton@centralbedfordshire.gov.uk
Joanna Brown - NQT Administrator	Tel: 0300 300 6598 Email: nqtadministrator@centralbedfordshire.gov.uk

DATES FOR YOUR DIARY

Free core training for NQTs and Induction Tutors

All NQTs registered with Central Bedfordshire Council are entitled to attend a free, half-day programme covering all aspects of the induction process. New induction tutors (ITs) should attend a half day programme, and ITs who have not attended training within the past two years are strongly advised to attend.

Training sessions for 2019/20 will be:

NQTs

- Wednesday 10 July 2019 from 8.30 am to 12.00 pm at Redborne Upper School, Ampthill, MK45 2NU (also open to ITs)
- Thursday 19 September 2019 at Stratton Upper School, Biggleswade, SG18 8JB - two sessions at 8.30 am to 12.00 pm or 12.45 pm to 4.15 pm
- Monday 23 September 2019 at Queensbury Academy, Dunstable, LU6 3PT - two sessions at 8.30 am to 12.00 pm or 12.45 pm to 4.15 pm
- Wednesday 25 September 2019 at Redborne Upper School, Ampthill, MK45 2NU - two sessions at 8.30 am to 12.00 pm or 12.45 pm to 4.15 pm
- Thursday 26 September 2019 at Lark Rise Academy, Dunstable, LU6 3PT - two sessions at 8.30 am to 12.00 pm or 12.45 pm to 4.15 pm

Induction Tutors

- Wednesday 10 July 2019 from 8.30 am to 12.00 pm at Redborne Upper School, Ampthill, MK45 2NU (also open to NQTs)
- Thursday 11 July 2019 from 8.30 am to 12.00 pm at Stratton Upper School, Biggleswade, SG18 8JB
- Monday 15 July 2019 from 8.30 am to 12.00 pm at Queensbury Academy, Dunstable, LU6 3PT

Free one day conference for NQTs

The NQT conference is a highlight of the year, where NQTs network with one another, hear inspiring speakers and attend practical workshops focused on helping them improve their practice.

This year's conference will be on **Thursday 21st November 2019 at Putteridge Bury Conference Centre, LU2 8LE.**