

TELA NQT Appropriate Body Quality Assurance Process 19/20

2 hours per NQT approximately

To be completed prior to the QA visit

- -Evidence of induction process
- -NQT action plan complete and reviewed if appropriate
- -Formal observation and feedback
- -Reduced timetable evident
- -CPD log up to date
- -Evidence against standards in place

45 Minutes

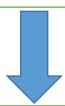
Initial meeting with induction tutor / mentor

Scrutiny of induction programme and processes



30 minutes

Joint lesson observation – Appropriate body and induction tutor / mentor



15 minutes

Lesson observation feedback – appropriate body quality assures the feedback given from induction tutor / mentor



30 minutes

Meeting with NQT – scrutiny of NQT evidence folder

At the end of the process the TELA appropriate body representative will complete a written feedback form and return it to the school / college