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| **Name of NQT** |  | | |
| **INITIAL CONCERN FLAGGED** | | **Date** | **Signature of NQT Induction Mentor** |
| Cause for concern raised | |  |  |
| Appropriate body informed (TELA) within 5 working days | |  |  |
| NQT informed of concern | |  |  |
| Additional monitoring and support in place:   * Areas for improvement clearly identified * Timeline, success criteria, monitoring process in place * Appropriate objectives set against Teacher Standards * Effective support programme in place | |  |  |
| **ACTION IF PERFORMANCE REMAINS UNSATISFACTORY** | | **Date** | **Signature of NQT Induction Mentor** |
| Discuss with NQT consequences of non-completion of induction | |  |  |
| Appropriate body informed (TELA) within 5 working days | |  |  |
| Headteacher and Induction tutor jointly meet NQT to explain:   * Identified weaknesses impacting on plan above * How additional monitoring and support plan modified * Evidence used to inform judgements * Timeline and specific plans for next assessment period | |  |  |
| Completion of Assessment Report reflects current rate of progress with brief details of issues discussed | |  |  |
| **ACTION IF PERFORMANCE REMAINS UNSATISFACTORY AT FINAL ASSESSMENT** | | **Date** | **Signature of NQT Induction Mentor** |
| Discussion with NQT indicates that adequate progress has not been made | |  |  |
| Completion of Final Assessment Report reflects current rate of progress with brief details of issues discussed | |  |  |
| Appropriate body informed before end of assessment period | |  |  |
| **EITHER:**  Extension agreed based on the following:  Personal crisis  Illness  Disability  Issues around support during induction  Insufficient evidence within induction documentation to make a decision about whether the NQT’s performance is unsatisfactory | |  |  |
| **OR:**  Decision is made and NQT informed that they have failed to complete NQT induction period successfully. | |  |  |
| Appropriate body MUST advise of their right to appeal on either decision | |  |  |