

## TELA Appropriate Body Cause For Concern Flowchart

Induction for NQT statutory guidance reference

NQT identified as causing concern

Communicate concerns to NQT. Alert the appropriate body using form AR1 and start AR2

4.1

Head teacher / Principal reviews support mechanisms

Additional monitoring and support put in place. Produce a clear action plan with objectives to guide NQT towards satisfactory performance against relevant standards – complete forms AR1 and continue AR2

4.1

## Performance is still unsatisfactory

Continue completing AR1 and 2 forms. Head teacher / Principal explains the consequences of failure to complete the induction period satisfactorily. Update previous objectives. TELA quality assurance visit is completed if not done already. All evidence to make the unsatisfactory judgement is kept by Mentor and NQT. AB can provide additional support as required.

4.2

NQT has made satisfactory improvements

Progress is now on track towards completion of induction

Performance still unsatisfactory

Head teacher / Principal writes to the NQT outlining consequences of failing the induction period. Advise NQT to seek advice from professional association/union. Revise support programme. Continue to support, monitor and gather evidence.

Continue completing AR2 form



## Performance is still unsatisfactory

In a few serious cases it may be necessary to instigate capability procedures before the end of the induction period. As long as the NQT remains within the institution the induction process must continue in parallel with the capability procedures. AB should be kept informed of the process. Requests can be made to have their induction extended using AREXT form.

4.4

Head teacher / Principal recommends NQT has failed the induction period

AB must advise the NQT of their right to appeal, who to appeal to and the time limit. Further guidance is available from www.gov.uk/newly-qualified-teacher-nqt-induction-appeals

4.6