

TELA as the NQT appropriate body

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All paperwork is now on the TELA website

<https://telaonline.co.uk/>

Statutory guidance

What are the statutory requirements of the Appropriate Body (AB)?



Induction for newly qualified teachers (England)

Statutory guidance for appropriate
bodies, headteachers, school staff and
governing bodies

Revised December 2016



- **Key points**

- All qualified teachers who are employed in a relevant school in England must, by law, have completed an induction period satisfactorily, subject to specified exemptions (see Annex B).
- Statutory induction is not a legal requirement to teach in FE or the independent sector, academies, free schools and BSOs, but may be served in these settings.
- An appropriate body has the main quality assurance role within the induction process.

As an AB what will TELA do?

- Make 1 visit to the school to quality assure your processes for the induction of the NQT.
- Ensure **Monitoring, support and assessment during induction**
- A suitable monitoring and support programme must be put in place for the NQT, personalised to meet their professional development needs (including the development needs of part-time NQTs). This must include:
 - Support and guidance from a designated induction tutor who holds QTS and has the time and experience to carry out the role effectively
 - Observation of the NQT's teaching and follow-up discussion

Regular professional reviews of progress

- NQT's observation of experienced teachers either in the NQT's own institution or in another institution where effective practice has been identified

As a School / Mentor you should

- Ensure an appointment of an induction tutor
- Ensure regular observation of the NQT's teaching practice
- Ensure professional progress reviews of the NQT
- Gather formal assessments
- React to any concerns raised

What TELA does as a teaching school for NQT's

- Provide mentor training
- Provide NQT conference
- Provide NQT training
- Provide additional support for NQT's

Primary NQT training

Primary NQT CPD-In response to the Early Career Framework and COVID pandemic TELA will provide enhanced CPD throughout the year. Training titles are;

Behaviour management 1-Applying the research - REMOTE 9/9/20 4-5pm

Primary Afternoon Tea - Social distance meeting if guidelines allow—18/9/20 afternoon

Cognitive science and how pupils learn - REMOTE 30/9/20 4-5pm

Maths Focus - TBC Autumn term

English Focus - TBC Autumn term

Behaviour management 2- Teacher toolkit - TBC 20/1/21 4-5pm

Subject Leader Training - TBC Spring term

Assessment for learning in action - Spring term 2 TBC

Maths Focus - TBC Summer term

English Focus - TBC Summer term

COST- £175 per NQT for all 10 sessions (£250 non TELA member)

Individual sessions £35 each (£50 non TELA member)

Secondary NQT training

Secondary NQT CPD-In response to the Early Career Framework and COVID pandemic TELA will provide enhanced CPD throughout the year. This will start as live webinar training to enable interactive high quality training, then become a blended model of face to face and webinars when guidelines allow. Training titles are;

Behaviour management 1-Applying the research - REMOTE 9/9/20 4-5pm

Cognitive science and how pupils learn - REMOTE 30/9/20 4-5pm

The local and national **curriculum** picture - REMOTE 2/12/20 4-5pm

Behaviour management 2- Teacher toolkit - TBC 20/1/21 4-5pm

Assessment for learning in action - Spring term 2 TBC


Making productive use of **assessment** - Sumer term 1 TBC

COST- £150 per NQT for all 6 sessions (£200 non TELA member)

Individual sessions £35 each (£50 non TELA member)

Key points in the year – Timeline

- All reports must be sent to nqt@thomasestley.org.uk from the headteachers email address
- Make sure you stick to deadlines
- Any cause for concern should be flagged up asap

 <small>Growing Talent, Pursuing Excellence, Together</small>			
TELA NQT Appropriate Body Timeline			
2020/21			
WB 24/08/2020	Register NQT with TELA Meet with NQT Complete basic induction checklist		
02/09/2020	Mentor induction tutor training	remote	
03/09/2020	NQT induction training	remote	
07/09/2020	Complete half termly action plan		
WB 26/10/2020	Review half termly action plan Complete new half termly action plan		
WB 30/11/20	Evidence review meeting		
09/12/2020	1st interim report deadline		
W/B 04/01/21	Review half termly action plan Complete new half termly action plan		
W/B 22/02/21	Review half termly action plan Complete new half termly action plan		
W/B 15/03/21	Evidence review meeting		
24/03/2021	2nd interim report deadline		
W/B 24/05/2021	Review half termly action plan Complete new half termly action plan		
W/B 7/06/2021	Review half termly action plan Complete new half termly action plan		
W/B 17/06/21	Evidence review meeting		
30/06/2021	Final report Deadline		

NQT supporting documents

- **Basic induction checklist**
- **CPD log**
- **NQT record against teacher standards**
- **NQT suggested developmental activities**
- **NQT roles and responsibilities**

QA visit

- Statutory and will be checked on your QA visit

QA policy

QA visit FlowChart

QA visit Checklist

Report writing

- Be clear, precise, honest and refer to work they have done
- Try to demonstrate progression throughout the year
- Refer to the teacher standard
- Make sure it is done WITH the NQT not TO them

TELA first / second/interim report

TELA final report

Cause for concern

- **Cause for concern flow chart**
- **At risk 1 AR 1**
- **At risk 2 AR2**
- **At risk extension AREXT**
- **Induction appeals process**