|  |  |
| --- | --- |
| **Hilary Langmead-Jones**  **Alliance for Learning**  **Cavendish Road**  **Bowdon**  **Hale**  **Altrincham**  **WA14 2NL** | Alliance For Learning [CHOSEN]Bright Futures CMYK 300dpi.jpg |

NQT Induction; Final Assessment and Recommendation

# Instructions for completion

* Where tick boxes appear please insert “X”.
* The head teacher/principal should retain a copy and send a copy of this completed form to **Hilary Langmead-Jones** at the above address within 10 working days of the NQT completing the assessment period. Alternatively, email to [Langmead-Jones@aggs.trafford.sch.uk](mailto:Langmead-Jones@aggs.trafford.sch.uk)
* The original copy should be retained by the NQT.
* Hard copies will be required at certain stages of assessment, particularly for signature, unless they are submitted on-line with the necessary authentication in place of signatures.

Full guidance on statutory induction can be found at <https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts>

## NQT’s Personal Details

|  |  |  |
| --- | --- | --- |
| Full name |  | Former name(s) Where applicable |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Birth | | DfE/Teacher reference number | | |
|  |  |  | / |  |

|  |  |
| --- | --- |
| National Insurance Number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of institution (eg school or college) |  | DfE Institution Number | | |
|  |  |  | / |  |

|  |
| --- |
| Name of Appropriate Body receiving this report |
|  |

|  |  |
| --- | --- |
| Date of award of QTS |  |

## Recommendation

|  |  |
| --- | --- |
|  | The above named teacher’s performance indicates that he/she **is making satisfactory progress** **against the Teachers’ Standards** within the induction period |
|  | The above named teacher’s performance indicates that he/she **is not making satisfactory progress against the Teachers’ Standards** for the satisfactory completion of the induction period |
|  | The teacher named above should have their induction period extended |

|  |  |
| --- | --- |
|  | I confirm that the NQT has received a personalised programme of support and monitoring throughout the period specified below in line with the statutory guidance |

|  |  |
| --- | --- |
| Date of start of final assessment period |  |
| Date of end of final assessment period |  |
| Number of terms completed during final assessment period |  |
| or | |
| Number of days completed during final assessment period |  |

|  |  |  |
| --- | --- | --- |
| Does the NQT work | Full time | Part time |

|  |  |
| --- | --- |
| Number of days absent during entire induction period |  |

## Confirmation of induction

|  |  |
| --- | --- |
| I confirm that the NQT has received a personalised programme of support and monitoring throughout the period specified above in line with statutory guidance |  |
| Include the number of days reduction to the induction period to be served by the NQT where this has been agreed with the appropriate body as outlined in paragraph 3.5 of the statutory induction guidance at <http://www.education.gov.uk/schools/leadership/deployingstaff/b0066959/induction-newly-qualified-teachers>). |  |

|  |
| --- |
| If a reduction to the NQT’s induction period has been given to reflect previous teaching experience, as outlined in paragraphs 3.2 - 3.4 of the statutory guidance, please give details here: |
|  |

## Assessment of progress against the Teachers’ Standards:

The head teacher/principal or induction tutor should record, in the box below, brief details of the NQT’s progress against the Teachers’ Standards including:

• strengths;

• areas requiring further development, even where progress is satisfactory (for example aspects of the Teachers’ Standards which the NQT has yet to meet); and areas of concern

• evidence used to inform the judgements; and,

• targets for the coming term.

Comments must be in the context of and make reference to each specific Teachers’ Standard which can be found at: <http://www.education.gov.uk/schools/leadership/deployingstaff/a00205581/teachers-standards1-sep-2012>

Please continue on a separate sheet if required. Please use the headings taken from the Teachers’ Standards.

### Part 1: Teaching

|  |
| --- |
| Set high expectations which inspire, motivate and challenge pupils |
| Promote good progress and outcomes by pupils |
| Demonstrate good subject and curriculum knowledge |
| Plan and teach well structured lessons |
| Adapt teaching to respond to the strengths and needs of all pupils |
| Make accurate and productive use of assessment |
| Manage behaviour effectively to ensure a good and safe learning environment |
| Fulfil wider professional responsibilities |

### Part 2: Personal and Professional Conduct

|  |
| --- |
| Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school |
| Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality. |
| Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. |

## Comments by the NQT

The NQT should record their comments or observations on their induction to date.

Please indicate the forms of support you have received

A reduced timetable, in addition to PPA time

Support from a named school induction tutor

Regular professional reviews of progress

Regular observation of teaching and follow up discussion

The opportunity to observe experienced teachers

A formal assessment prior to the completion of this document

Please reflect on your time throughout this assessment period and consider whether:

* you feel that this report reflects the discussions that you have had with your induction tutor and/or head teacher during this assessment period;
* you are receiving your full range of entitlements in accordance with regulations and guidance (<http://www.education.gov.uk/schools/leadership/deployingstaff/b0066959/induction-newly-qualified-teachers>)
* there are any areas where you feel you require further development/support/guidance when looking towards the next stage in your career? Please indicate these are part of your comments in the box below.?

I have discussed this report with the induction tutor and/or head teacher:  Yes  No

I have the following comments to make

|  |
| --- |
|  |

Will this NQT be remaining at the school for the next assessment period?  Yes  No

If NO, please attach details of the school/appropriate body the NQT is moving to, and contact information.

This form should be signed below, unless it is being sent electronically in which case it must be sent from the head teacher/principal's mailbox and copied to the NQT and induction tutor.

|  |  |
| --- | --- |
| Signed: **Headteacher/Principal** | Date |
|  | Click here to enter a date. |
| Full name (CAPITALS): | |

|  |  |
| --- | --- |
| Signed: **NQT** | Date |
|  |  |
| Full name (CAPITALS): | |

|  |  |
| --- | --- |
| Signed: **Induction tutor** (if different from head teacher/principal) | Date |
|  |  |
| Full name (CAPITALS): | |