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

NQT Induction for the

 [ ]  End of first assessment period

 [ ]  End of second assessment period

 [ ]  Interim assessment

# 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 the **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
* 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 |
| Click here to enter text. |  | Click here to enter text. |

|  |  |
| --- | --- |
| Date of Birth | DfE/Teacher reference number |
| Click here to enter a date. |  | Click here to enter text. | / | Click here to enter text. |

|  |  |
| --- | --- |
| National Insurance Number | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Name of institution (eg school or college) |  | DfE Institution Number |
| Click here to enter text. |  | Click here to enter text. | / | Click here to enter text. |

|  |
| --- |
| Name of Appropriate Body receiving this report |
| Click here to enter text. |

|  |  |
| --- | --- |
| Date of award of QTS | Click here to enter a date. |

## 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 |
| [ ]  | 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 this assessment period | Click here to enter a date. |
| Date of end of this assessment period | Click here to enter a date. |
| Number of terms completed during this assessment period | Click here to enter text. |
| or |
| Number of days that can count towards induction | Click here to enter text. |

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

|  |  |
| --- | --- |
| Number of days absent during this assessment period | Click here to enter text. |

## 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 pupilsClick here to enter text. |
| Promote good progress and outcomes by pupilsClick here to enter text. |
| Demonstrate good subject and curriculum knowledgeClick here to enter text. |
| Plan and teach well structured lessonsClick here to enter text. |
| Adapt teaching to respond to the strengths and needs of all pupilsClick here to enter text. |
| Make accurate and productive use of assessmentClick here to enter text. |
| Manage behaviour effectively to ensure a good and safe learning environmentClick here to enter text. |
| Fulfil wider professional responsibilitiesClick here to enter text. |

### Part 2: Personal and Professional Conduct

|  |
| --- |
| Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside schoolClick here to enter text. |
| 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.Click here to enter text. |
| Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.Click here to enter text. |

## 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 of your induction. If so, what are these areas?

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

I have the following comments to make

|  |
| --- |
| Click here to enter text. |

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): Click here to enter text. |

|  |  |
| --- | --- |
| Signed: **NQT** | Date |
|  | Click here to enter a date. |
| Full name (CAPITALS): Click here to enter text. |

|  |  |
| --- | --- |
| Signed: **Induction tutor** (if different from head teacher/principal) | Date |
|  | Click here to enter a date. |
| Full name (CAPITALS): Click here to enter text. |