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| Alliance For Learning [CHOSEN] | Bright Futures CMYK 300dpi.jpg |

# Service Level Agreement for Newly Qualified Teacher Induction by the Appropriate Body

## Service Description

The Alliance for Learning will act as the appropriate body for the induction of NQTs in line with the statutory guidelines published on 16 December 2013 (accessible at <https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts>).

The appropriate body will provide support to schools in the event that an NQT may be at risk of not meeting the Teachers’ Standards.

## Responsibilities of the Appropriate Body

### Induction Package

As per paragraph 5.9 of the statutory guidance on newly qualified teacher (NQT) inductions for headteachers, school staff and governing bodies, the appropriate body will ensure that

* headteachers/principals (and governing bodies where appropriate) are meeting their responsibilities in respect of providing a suitable post for induction;
* the monitoring, support, assessment and guidance procedures in place are fair and appropriate
* where an NQT may be experiencing difficulties, action is taken to address areas of performance that require further development and support;
* where an institution is not fulfilling its responsibilities, contact is made with the institution to raise its concerns;
* induction tutors are trained and supported, including being given sufficient time to carry out the role effectively;
* headteachers/principals are consulted on the nature and extent of the quality assurance procedures it operates, or wishes to introduce;
* any agreement entered into with either the FE institution or the independent school’s governing body is upheld;
* the headteacher/principal has verified that the award of QTS has been made;
* the school is providing a reduced timetable in addition to PPA time;
* the NQT is provided with a named contact (or contacts) within the appropriatebody with whom to raise concerns;
* FE institutions (including sixth-form colleges) are supported in finding schools for NQTs to spend their mandatory ten days teaching children of compulsory school age in a school;
* NQTs’ records and assessment reports are maintained;
* agreement is reached with the headteacher/principal and the NQT to determine where a reduced induction period may be appropriate or is deemed to be satisfactorily completed;
* a final decision is made on whether the NQT’s performance against the relevant standards is satisfactory or an extension is required and the relevant parties are notified; and
* they provide the National College for Teaching and Leadership with details of NQTs who have started; completed (satisfactorily or not); require an extension; or left school partway through an induction period.

The appropriate body will

* Register each NQT with the NCTL
* Support the administration of all NQT assessment forms
* Provide face to face training for all named induction tutors
* Supply a Quality Assurance visit to the school to observe and support each NQT where appropriate
* Provide an introductory induction session for each NQTs
* Provide access to two NQT training conferences

The appropriate body makes the final decision as to whether or not an NQT’s performance against the relevant standards is satisfactory, drawing on the recommendation of the headteacher/principal.

## Responsibilities of the School

As per paragraphs 5.3 & 5.4 of the statutory guidance on newly qualified teacher (NQT) inductions for headteachers, school staff and governing bodies, the school will

* check that the NQT has been awarded QTS;
* clarify whether the teacher needs to serve an induction period or is exempt;
* agree, in advance of the NQT starting the induction programme, which body will act as the Appropriate Body;
* notify the appropriate body when an NQT is taking up a post in which they will be undertaking induction;
* meet the requirements of a suitable post for induction;
* ensure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively;
* ensure an appropriate and personalised induction programme is in place;
* ensure the NQT’s progress is reviewed regularly, including through observations and feedback of their teaching;
* ensure that termly assessments are carried out and reports completed and sent to the appropriate body;
* maintain and retain accurate records of employment that will count towards the induction period;
* make the governing body aware of the arrangements that have been put in place to support NQTs serving induction;
* make a recommendation to the appropriate body on whether the NQT’s performance against the relevant standards is satisfactory or requires an extension;
* participate appropriately in the appropriate body’s quality assurance procedures; and
* retain all relevant documentation/evidence/forms on file for six years.

In addition, the school will appoint an induction tutor, who may or may not be the headteacher, who will

* provide, or coordinate, guidance and effective support including coaching and mentoring for the NQT’s professional development (with the appropriate body where necessary);
* carry out regular progress reviews throughout the induction period;
* undertake three formal assessment meetings during the total induction period coordinating input from other colleagues as appropriate (normally one per term, or pro rata for part-time staff);
* inform the NQT during the assessment meeting of the judgements to be recorded in the formal assessment record and invite the NQT to add their comments;
* ensure that the NQT’s teaching is observed and feedback provided in the cases of NQTs needing support;
* ensure NQTs are aware of how, both within and outside the institution, they can raise any concerns about their induction programme or their personal progress; and
* take prompt, appropriate action if an NQT appears to be having difficulties and ensure that additional monitoring and support measures are put in place.

## Contract Improvement Planning

Feedback can be provided as and when appropriate The service will be monitored through internal quality assurance systems including the monitoring of reports by senior staff and improvement assessment of clients. Any specific complaints should be directed in writing to Mr Kal Hodgson, Altrincham Grammar School for Girls, Cavendish Road, Bowdon, WA14 2NL

## Indemnity

The client shall be liable for and shall indemnify the service provider against any liability, loss, claim or proceedings arising under any statue or at common law in respect of any damage to persons, any injury to persons including any injury resulting in death: except where this is due to any act of neglect on the part of the service provider. The parties shall be liable for any acts of negligence or omissions by it or its staff, servants or gents arising in connection with the provision of the service under this Agreement including any breach thereof of the terms of this Agreement.

The client will be liable to meet all costs incurred when a NQT lodges an appeal with the NCTL against the headteacher/principal and appropriate body decision.

Any work undertaken by the appropriate body in respect of the Appeal will be charged at the additional visit rate of £500 per day.

## Charging Structure

### Induction Package

£350 per NQT

Please sign on page opposite

# Service Level Agreement for Newly Qualified Teacher Induction by the Appropriate Body

We, the undersigned, wish for the Altrincham Grammar School for Girls, as lead school of the Alliance for Learning Teaching School Alliance, to act as appropriate body for the induction of NQTs for the Academic Year 2017-2018.

We agree to the fee as described in the SLA documentation and wish to access the following support package(s)

NQT Induction Support at a cost of £350 per NQT for Click here to enter text. NQTs.

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| Name of school/college: | Click here to enter text. |

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| Signed (Headteacher/Principal) | Click here to enter text. |

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| Name (CAPITALS) | Click here to enter text. |

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| Date | Click here to enter a date. |

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| Signed on behalf of the Alliance for Learning | Click here to enter text. |

Please send to Hilary Langmead-Jones via [Langmead-Jones@aggs.trafford.sch.uk](mailto:Langmead-Jones@aggs.trafford.sch.uk) or by post via

Altrincham Grammar School for Girls

Cavendish Road

Bowdon

WA14 2NL