

## Wellington School NQT Induction Programme

Wellington is used to supporting the needs of Newly Qualified Teachers; our programme is comprehensive and is reviewed every year to ensure it addresses all the criteria of the Teachers' Standards, whilst also remaining responsive to the needs and interests of every individual colleague as they embark upon their career.

The information below assumes a September start; the programme is adapted for anyone who starts in the Spring or Summer term

### A Summary of Key Features

#### Prior to starting in September

- All NQT's are invited to visit in July. This two week period is used to enable NQTs to observe classes they will be teaching in September. It is also a chance to collect resources and schemes of work to assist their planning, and to meet with their departmental colleagues, Head of Department and the Assistant Head who will be their induction tutor. It is hoped that NQTs will also take up the opportunity to teach some lessons within their new department.
- School is open throughout the summer holiday to help teachers prepare their bases. (All staff have their own teaching room and PC to facilitate this, and NQTs will be given their user ID during their visit).

#### During the NQT Year

- An NQT's portfolio is used to track progress through the year.
- A reduced timetable and protection from covering absent colleagues is maintained.
- A weekly informal meeting with the NQT's Head of Department takes place. \*
- Observation and coaching programmes are organised for NQT with feedback from Senior Leaders and Heads of Department.
- Targets are discussed and documented on assessment forms to help ensure NQTs are supported in meeting the Teacher Standards.
- A half-termly review meeting takes place to review and plan with the Induction Tutor.
- Half-termly NQT meetings. NQT's meet together, with the induction tutor to discuss a variety of topics. This include pedagogical issues, parental communication, classroom management strategies and other topics as they arise
- New staff meetings are arranged for all new staff including NQT's to share information on relevant policies and procedures.

\* The frequency of these meeting #may be reduced as the year progresses

Wellington invests heavily in its staff. It has been awarded Investor in People three times in recognition of its quality Staff Development.