

NQT INDUCTION CHECKLIST FOR SCHOOLS

		YES	NO
1	Our school has a copy of the updated statutory guidance on the Induction of NQTs [updated Sept 2015]		
2	I have evidence that our NQT[s] passed their Professional Skills Test and holds QTS so is eligible to start the induction year.		
3	If our NQT[s] has partially completed their Induction Year already, we have copies of all previous assessments and have forwarded a copy to the Appropriate Body [FCTSA].		
4	Our NQT[s] has a reduced timetable to allow for reflection and CPD [no more than 90%]		
5	Our NQT[s] has an Induction Tutor with the time and expertise to support their first year in school.		
6	Our NQT[s] have a confident understanding of how to continue to demonstrate the Teachers' Standards - building on their ITT year.		
7	Our NQT[s] will be observed in the first 4 weeks of the term, and have a calendar of their observation windows for the rest of the year.		
8	Our school has an NQT Induction Policy that is shared with all staff.		
9	We are clear that NQTs on part time contracts will need to complete their induction over a longer period than the standard full time equivalent (FTE) which is 3 terms. For example, an NQT on a 0.5FTE contract would need twice as long – 6 terms over a 2 year period.		
10	We understand that if we have any concerns about our NQT[s] at any stage during their induction, we will contact the FCTSA as soon as possible.		