



# NQT Induction Policy

 <b>ASPIRATION</b>	<b>Aspiration: Dream Big</b> <i>If your dreams don't scare you, they aren't big enough!</i>
 <b>RESILIENCE</b>	<b>Resilience: Be Determined</b> <i>Resilience is a skill, not an ability. It can be learnt.</i>
 <b>RESPECT</b>	<b>Respect: Communicate with Kindness</b> <i>Manners cost nothing but mean everything.</i>
 <b>INITIATIVE</b>	<b>Initiative: Solve Problems</b> <i>Every problem is a gift – without problems we would not grow.</i>
 <b>REFLECTIVE</b>	<b>Reflective: Never Stop Learning</b> <i>Never stop learning because life never stops teaching.</i>

To be approved in January 2020

## 1.0 Introduction and Purpose of Induction

Statutory induction is the bridge between initial teacher training and a career in teaching. It combines a personalised programme of development, support and professional dialogue with monitoring and an assessment of performance against the relevant standards. The programme should support the newly qualified teacher (NQT) in demonstrating that their performance against the relevant standards is satisfactory by the end of the period and equip them with the tools to be an effective and successful teacher.

### 1.1 The Statutory Framework

The statutory provisions which underpin this guidance are sections 135A, 135B and 141C(1)(b) of the Education Act 2002, and the Education (Induction Arrangements for School Teachers) (England) Regulations 2012 (hereafter referred to as 'the Regulations').

### 1.2 The relevant standards

The Teachers' Standards will be used to assess an NQT's performance at the end of their induction period. The decision about whether an NQT's performance against the relevant standards is satisfactory upon completion of induction should take into account the NQT's work context and must be made on the basis of what can be reasonably expected of an NQT by the end of their induction period within the framework set out by the standards. Judgements should reflect the expectation that NQTs have effectively consolidated their initial teacher training (ITT) and demonstrated their ability to meet the relevant standards consistently over a sustained period in their practice.

Newly qualified teachers may only serve one induction period. An NQT has only one chance to complete statutory induction. An NQT who has completed induction, and is judged to have failed to meet the relevant standards at the end of their induction period, is not permitted by the Department for Education (DfE) to repeat induction. While such an NQT does not lose their QTS, they cannot be employed lawfully as a teacher in a relevant school, including any post where they would carry out specified work. Their name is included on the list of persons, held by the Teaching Regulation Agency<sup>3</sup>, who have failed to satisfactorily complete an induction period. <sup>3</sup> Formerly known as the National College for Teaching and Leadership.

## 2.0 Standards and Qualification for Induction

### 2.1 Checking a teacher is eligible to start an induction period

Before the NQT takes up post the Headteacher must undertake preemployment checks, which must be verified by the appropriate body upon registration.

### 2.2 Qualified Teacher Status

An NQT cannot undertake statutory induction (or a period of employment counting towards induction) unless they have been awarded QTS. The Headteacher and appropriate bodies will check with the Teaching Regulation Agency that the individual holds QTS.

### 3.0 Induction Arrangements

The Headteacher will delegate the induction arrangements to an Assistant Headteacher who will liaise with the NQT and Appropriate Body on the Head's behalf.

#### 3.1 Start date for induction

The start date for induction will be determined by the appropriate body, and will be agreed in advance with the Assistant Headteacher and NQT.

#### 3.2 A Suitable Post for Induction

In order for the NQT to serve induction the Assistant Headteacher and Appropriate Body must first agree that the post is suitable for this purpose. The Assistant Headteacher at Royds and the appropriate body, are jointly responsible for ensuring that the supervision and training of the NQT meets their development needs. The duties assigned to the NQT and the conditions under which they work should be such as to facilitate a fair and effective assessment of the NQT's conduct and efficiency as a teacher against the relevant standards.

In particular the post will:

- have a Headteacher in post to make the recommendation about whether the NQT's performance against the relevant standards is satisfactory although the Assistant Headteacher will do this on their behalf;
- have prior agreement with an Appropriate Body to act in this role to quality assure the induction process;
- provide the NQT with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant standards throughout and by the end of the induction period;
- ensure the appointment of an Induction Tutor with QTS;
- provide the NQT with a reduced timetable to enable them to undertake activities in their induction programme;
- not make unreasonable demands upon the NQT;
- not normally demand teaching outside the age range and/or subject(s) for which the NQT has been employed to teach;
- not present the NQT, on a day-to-day basis, with discipline problems that are unreasonably demanding for the setting;
- involve the NQT regularly teaching the same class(es);
- involve similar planning, teaching and assessment processes to those in which other teachers working in similar substantive posts in the institution are engaged; and
- not involve additional non-teaching responsibilities without the provision of appropriate preparation and support.

In addition, the Governing Body will be satisfied that the institution has the capacity to support the NQT and that the Headteacher is fulfilling their responsibilities.

### **3.3 Ensuring a Reduced Timetable**

The Headteacher will ensure an NQT has a reduced timetable of no more than 90% of the timetable of the school's existing teachers on the main pay range to enable them to undertake activities in their induction programme. This is in addition to the timetable reduction in respect of planning, preparation and assessment time (PPA) that all teachers receive.

### **3.4 The Appropriate Body**

Independent quality assurance of statutory induction, through the role of the Appropriate Body, is important both for ensuring that the school provides adequate support for their NQTs, and that their assessment is fair and consistent across all institutions.

An NQT cannot start their induction until their Appropriate Body has been agreed.

Once an NQT has been appointed, the Assistant Headteacher will notify the Appropriate Body in advance of the NQT taking up post. Failure to do so may delay the start of the induction period.

At registration the appropriate body should provide the NQT with a named contact with whom they may raise any concerns about their induction programme that they are unable to resolve. This person should not be directly involved in monitoring or supporting the NQT or in making decisions about satisfactory completion of induction. The Appropriate Body should inform the Teaching Regulation Agency of any NQTs who start an induction period or who have taken up a post in which to continue their induction.

## **4.0 Induction Period**

### **4.1 Determining the Length of the Induction Period**

The DfE specifies that the length of the induction period an NQT is required to serve, whether the teaching post in which they are doing so is part-time or full-time, is the full-time equivalent of one school year, usually three school terms. In some exceptional circumstances the length of an induction period may be reduced.

### **4.2 Minimum Period of Continuous Employment that can Count Towards Induction**

The minimum period of employment specified by the DfE that can be counted towards completion of the induction period is one term. This applies to both permanent and long-term supply teaching posts. It also reflects the need for each NQT to work in a stable environment and receive a personalised, supported and pre-planned induction programme. In addition, it is important that the NQT is in post long enough to enable a fair and reasonable assessment to be made of their performance. It would be very difficult to do this against all of the relevant standards over a period of less than one term.

### **4.3 Length of the Induction Period for an NQT who works Part-Time**

The DfE outline that NQTs serving induction on a part-time basis at any point will need to serve the fulltime equivalent (FTE) of one full academic year. Therefore an NQT working Part-Time as a 0.5 FTE will need to serve induction for two academic years.

It is for the school and Appropriate Body to decide in each individual case the length of the induction period required which is fair and takes full account of the NQT's working pattern.

## **5.0 Appointment of an Induction Tutor**

A suitable monitoring and support programme will be put in place for the NQT, personalised to meet their professional development needs. This will include:

- Support and guidance from a designated induction tutor who holds QTS and has the time and experience to carry out the role effectively.
- Observation of the NQT's teaching and follow-up discussion
- Regular professional reviews of progress.
- NQT's observation of experienced teachers either in the NQT's own institution or in another institution where effective practice has been identified.

The Assistant Headteacher will identify a person to act as the NQT's Induction Tutor, to provide day-to-day monitoring and support, and coordination of assessment. The Induction Tutor will hold QTS and have the necessary skills and knowledge to work successfully in this role and should be able to provide effective coaching and mentoring.

The Induction Tutor is a very important element of the induction process and the Induction Tutor will be given sufficient time to carry out the role effectively and to meet the needs of the NQT. The Induction Tutor will make rigorous and fair judgements about the NQT's progress in relation to the relevant standards. They will be able to recognise when early action is needed in the case of an NQT who is experiencing difficulties. In some circumstances, the Assistant Headteacher may become the Induction Tutor.

## **6.0 Assessment of the NQT's Performance**

### **6.1 Observation of the NQT's teaching practice**

The NQT's teaching will be observed at regular intervals throughout their induction period to facilitate a fair and effective assessment of their teaching practice, conduct and efficiency against the relevant standards. Observations of the NQT will normally be undertaken by the Induction Tutor although it may sometimes be another suitable person who holds QTS from inside or outside the institution.

The NQT and the observer will meet to review any teaching that has been observed. Feedback will be prompt and constructive. Arrangements for review meetings will, wherever possible, be made in advance and a brief written record made on each occasion. It will indicate where any development needs have been identified.

## **6.2 Professional Progress Reviews of the NQT**

The Induction Tutor will review the NQT's progress at frequent intervals throughout the induction period. Reviews will be informed by evidence of the NQT's teaching. Objectives will be reviewed and revised in relation to the relevant standards and the needs and strengths of the individual NQT. The NQT should record evidence of progress towards objectives and agreed steps to support them in meeting their objectives. Evidence should come from practice.

## **6.3 Formal Assessments**

NQTs will have formal assessments carried out by either the Assistant Headteacher or the Induction Tutor. These will normally be undertaken on a termly basis (i.e. three per year), towards the end of a term. Evidence used in assessments will be clear and transparent and copies provided to the NQT and appropriate body.

Formal assessment meetings will be informed by evidence gathered during the preceding assessment period and drawn from the NQT's work as a teacher and from their induction programme. Judgements made during the induction period will relate directly to the relevant standards. NQTs will be kept up to date on their progress.

Formal assessment reports will be completed for the first and second assessments. These reports will clearly show assessment of the NQT's performance against the relevant standards at the time of the assessment.

The final assessment meeting is at the end of the induction period, and will form the basis of the Headteacher's recommendation to the Appropriate Body as to whether, having completed their induction period, the NQT's performance against the relevant standards is satisfactory, unsatisfactory, or whether or not an extension should be considered. This recommendation should be recorded on the final assessment form.

Once assessment forms have been completed, the NQT should add their comments. They will then be signed by the Induction Tutor, Headteacher and the NQT. Once signed, the NQT will be given the original and a copy sent to the Appropriate Body shortly after each meeting.

## **6.4 Interim Assessments**

When an NQT leaves a post after completing one term or more at Royds but before the next formal assessment would be required, the Assistant Headteacher or Induction Tutor will complete an interim assessment. This will take place before the NQT leaves their post in order to ensure that the NQT's progress and performance since the last assessment are captured. This is especially important where concerns about progress may have arisen. The information recorded on the interim assessment form will help to ensure that induction can be continued effectively in any subsequent post. This is also required if the NQT leaves during their final term of induction.

## **6.5 Raising Concerns**

An NQT should normally raise any concerns about their induction programme with their Induction Tutor. If the matter is not resolved, the NQT may notify the named contact at the Appropriate Body who should, as soon as possible, investigate the issues raised.

## 7.0 Completing the Induction Period

The DfE specify an NQT completes their induction period when they have served:

- the full-time equivalent of a standard school year (usually three terms); or
- a reduced period as agreed with the Appropriate Body and the Headteacher based on previous teaching experience; or
- an extension to that period, as a consequence of absences occurring during the period; or
- an extension following a decision by the appropriate body or the Appeals Body.

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 or Assistant Headteacher.

Within 20 working days of receiving the Headteacher's recommendation, the Appropriate Body must decide whether the NQT:

- has performed satisfactorily against the relevant standards and thereby satisfactorily completed their induction period;
- requires an extension of the induction period; or
- has failed to satisfactorily complete the induction period.

In making this decision the appropriate body must take into account the Headteacher's recommendation and all available evidence including any written representations from the NQT.

The Appropriate Body must, within three working days of making the decision, make written notification of the decision to:

- the NQT;
- the Headteacher in whose institution the NQT was working at the end of their induction;
- and the employer if other than the Appropriate Body itself.

They must also notify the Teaching Regulation Agency within three working days in the case of decisions to fail or extend the NQT's induction, and via the termly return for other notifications.

If the Appropriate Body decides to extend the period of induction or that the NQT has failed to complete their induction period satisfactorily, they must inform the NQT of their right to appeal against this decision with the name and address of the Appeals Body and the deadline for appeals. Any appeal must be notified within 20 working days, after which the right of appeal expires except in exceptional circumstances.

Failure to complete the induction period satisfactorily means that the NQT is no longer eligible to be employed as a teacher in a maintained school, a maintained nursery school, a non-maintained special school or a pupil referral unit. However, this does not prevent them from teaching in other settings where statutory induction is not mandatory.

An NQT who has failed induction must be dismissed within ten working days of them giving notice that they do not intend to exercise their right to appeal, or from when the time limit for making an appeal expires without an appeal being brought. If the NQT's appeal is heard, and they have been judged as having failed induction, the employer should dismiss the NQT within ten working days of being told of the outcome of the hearing.

The Teaching Regulation Agency must ensure that the name of the person who has failed induction is included on the list of persons who have failed to satisfactorily complete an induction period and notify them of their inclusion. This must only be done once the time limit for making an appeal against the decision has expired or following dismissal of such an appeal.

## **8.0 Confidentiality, Data Protection and Record Keeping**

The Appropriate Body is responsible for keeping a record for each NQT it has registered for induction. It will also monitor the return of assessment forms. It is therefore essential that the school shares NQT personal information with the Appropriate Body.

Records should state the date an NQT starts a period of employment counting towards induction, how much of the period has been completed, changes in working patterns and any absences. These should be noted on assessment forms at the end of each formal assessment period. The Assistant Headteacher will notify the appropriate body if an NQT leaves the institution before completing the period. The Appropriate Body will then notify the Teaching Regulation Agency.

Where an NQT has already completed part of their period in another institution, the Assistant Headteacher will contact the NQT's previous appropriate body to obtain copies of any assessment forms, including any interim assessments. They should establish how much induction time remains to be served and alert the new appropriate body to any concerns that have been raised about the NQT's progress by previous employers.

The Teaching Regulation Agency keeps records of teachers who have completed or part-completed induction. Details of teachers who have passed or failed induction are available to employers through the Employer Access Online service. As the Appeals Body, the Teaching Regulation Agency also keeps records of all appeals.

The Headteacher, Assistant Headteacher, Induction Tutor, Appropriate Bodies and the Teaching Regulation Agency will all ensure that arrangements are in place to facilitate the effective protection and secure transfer of data.

The induction process and the assessments generated from it will be treated with confidentiality at all times and will not be shared with anyone not directly involved in the induction process. It should be made clear to anyone viewing such documents that they are confidential and NQTs will be made aware of who has been granted access to their assessments.

The Governing Body can request general reports on the progress of an NQT on a termly basis but are not automatically entitled to have access to an individual's assessment forms. The exception to this would be when an NQT has raised concerns about a particular issue/assessment via the school's

Grievance Procedures which would in many cases require the Governing Body to investigate the situation.

If at any stage the Governing Body has questions or concerns about the quality of the school's induction arrangements and the roles and responsibilities of staff involved in the process they can seek guidance from the Appropriate Body.

## **9.0 Special Circumstances**

### **9.1 Reducing the Induction Period**

Even though some teachers already have significant teaching experience when they enter the maintained sector for the first time, they are still required to serve statutory induction. In such cases, Appropriate Bodies have discretion to reduce the length of the induction period to a minimum of one term to recognise this experience.

In making such a decision they must take account of advice from the Assistant Headteacher and gain the agreement of the teacher concerned. If a teacher wishes to serve the full induction period they will be permitted to do so.

### **9.2 Extending an Induction Period to Account for Ad Hoc Absences**

The induction period is automatically extended prior to completion when an NQT's absences during the period total 30 days or more with the exception of statutory maternity leave. In these circumstances the induction period must be extended by the aggregate total of days absent. If the NQT is unable to serve the extension at Royds, the completion of the induction period will fall to the next institution the NQT is employed at. Royds will share records with them to support the NQT to complete their induction period.

### **9.3 Extension of the Induction Period Prior to Completion Due to Statutory Maternity Leave**

NQTs who take statutory maternity leave while serving their induction period or an extension to their induction period may decide whether their induction should be extended (or further extended) to reflect the number of days absent for this purpose. Any outstanding assessments will not be made until the NQT returns to work and has had the opportunity to decide whether to extend (or further extend) induction. Any such request will be granted.

If an NQT chooses not to extend (or further extend) the induction period their performance will still be assessed against the relevant standards. It is, therefore, recommended that an individual in this situation seeks advice before making such a decision.

### **9.4 Extension of the Induction Period after Induction has been Completed**

The Appropriate Body has the option, when making its decision at the end of the induction period, to extend the period where this can be justified. It determines the length of the extension, the procedure for assessments during it, and the recommendation at its end. The Appropriate Body may decide to extend where there is insufficient evidence on which a decision can be based or where it would be unreasonable to expect the NQT to have demonstrated satisfactory performance against the relevant standards for other reasons. These might include:

- personal crises;
- illness;
- disability;
- issues around the support during induction; or
- where there is insufficient evidence within induction documentation for a decision to be made about whether the NQT's performance against the standards is satisfactory.

An NQT may be unable to, or choose not to, serve an extension at Royds i.e. the school in which they completed their original induction period. They will then need to find another post in which to complete the extension to their induction period. If an NQT leaves an institution having started but before completing their extension, the Assistant Headteacher or Induction Tutor will complete an interim assessment form and notify the Appropriate Body.

## **10.0 Unsatisfactory Progress and Putting in Place Additional Monitoring and Support**

If it becomes apparent that an NQT is not making satisfactory progress, the Appropriate Body should be informed and the Assistant Headteacher must ensure that additional monitoring and support measures are put in place immediately. Action must not be delayed until a formal assessment meeting has taken place. The NQT will be made aware of where they need to improve their practice and given every opportunity to raise their performance. The Assistant Headteacher and the Appropriate Body will be satisfied that:

- areas in which improvement is needed have been correctly identified;
- appropriate objectives have been set to guide the NQT towards satisfactory performance against the relevant standards; and
- an effective support programme is in place to help the NQT improve their performance.

### **10.1 Action if Performance is Still Unsatisfactory at the Next Assessment Point**

In many cases the additional monitoring and support measures mentioned above will have the desired effect and the NQT will go on to be formally assessed at the end of the period as having performed satisfactorily against the relevant standards. Where there are still concerns about the NQT's progress at the next formal assessment point, the Assistant Headteacher will explain to the NQT the consequences of failure to complete the induction period satisfactorily and discuss fully with the NQT:

- the identified weaknesses;
- the agreed objectives previously set in relation to the requirements for the satisfactory completion of induction, updating these as necessary;
- details of additional monitoring and support put in place;
- the evidence used to inform the judgement; and
- details of the improvement plan for the next assessment period.

The completion of the assessment report will reflect the current rate of progress and brief details of the issues discussed.

## **10.2 Action in the Event of Serious Capability Problems**

In a few particularly serious cases it may be necessary to instigate capability procedures at a stage before the end of the induction period which may lead to dismissal before the end of the induction period. If this is the case, for as long as the NQT remains at the institution the induction process must continue in parallel with the capability procedure. The Appropriate Body will be informed.

## **11. Roles and Responsibilities**

This section summarises the roles and responsibilities of those involved in the induction process.

### **11.1 The NQT**

The NQT should:

- provide evidence that they have QTS and are eligible to start induction;
- meet with their induction tutor to discuss and agree priorities for their induction programme and keep these under review;
- agree with their induction tutor how best to use their reduced timetable allowance;
- provide evidence of their progress against the relevant standards;
- participate fully in the agreed monitoring and development programme;
- raise any concerns with their induction tutor as soon as practicable;
- consult their Appropriate Body named contact at an early stage if there are or may be difficulties in resolving issues with their Induction Tutor or within the institution;
- keep track of and participate effectively in the scheduled classroom observations, progress reviews and formal assessment meetings;
- agree with their Induction Tutor the start and end dates of the induction period or part periods and the dates of any absences from work during any period or part period; and
- retain copies of all assessment forms.

### **11.2 Headteacher**

The Headteacher is, along with the Appropriate Body, jointly responsible for the monitoring, support and assessment of the NQT during induction. The Headteacher will delegate aspects of the role to an Assistant Headteacher who will liaise with the NQT and Appropriate Body on the Head's behalf. The Head / Assistant Headteacher 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.

There may also be circumstances where the headteacher should:

- obtain interim assessments from the NQT's previous post;
- act early, alerting the appropriate body when necessary, in cases where an NQT may be at risk of not completing induction satisfactorily;
- ensure third-party observation of an NQT who may be at risk of not performing satisfactorily against the relevant standards;
- notify the appropriate body as soon as absences total 30 days or more;
- periodically inform the governing body about the institution's induction arrangements;
- advise and agree with the appropriate body in exceptional cases where it may be appropriate to reduce the length of the induction period or deem that it has been satisfactorily completed;
- provide interim assessment reports for staff moving in between formal assessment periods; and
- notify the appropriate body when an NQT serving induction leaves the institution.

### **11.3 Induction Tutor**

The Induction Tutor should:

- 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;
- 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;
- 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.

### **11.4 Appropriate Bodies**

The Appropriate Body has the main quality assurance role within the induction process. Through quality assurance, the Appropriate Body should assure itself that:

- The Headteacher is aware of, and is capable of meeting their responsibilities for monitoring support and assessment. This includes ensuring that an NQT receives a personalised induction programme, designated tutor support and the reduced timetable; and
- the monitoring, support, assessment and guidance procedures in place are fair and appropriate.
- The Appropriate Body should, on a regular basis, consult with the Headteacher on the nature and extent of the quality assurance procedures it operates, or wishes to introduce. Schools are required to work with the Appropriate Body to enable it to discharge its responsibilities effectively.

The Appropriate Body must ensure that:

- The Headteacher is 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 the school is not fulfilling its responsibilities, contact is made with the school to raise its concerns;
- Induction Tutors are trained and supported, including being given sufficient time to carry out the role effectively;
- The Headteachers is consulted on the nature and extent of the quality assurance procedures it operates, or wishes to introduce;
- the Headteacher 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 Appropriate Body with whom to raise concerns;
- NQTs' records and assessment reports are maintained;
- agreement is reached with the headteacher 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 Teaching Regulation Agency 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 should also:

- respond to requests from schools and colleges for guidance, support and assistance with NQTs' induction programmes; and
- respond to requests for assistance and advice with training for Induction Tutors.

### **11.5 The Governing Body**

The Governing Body:

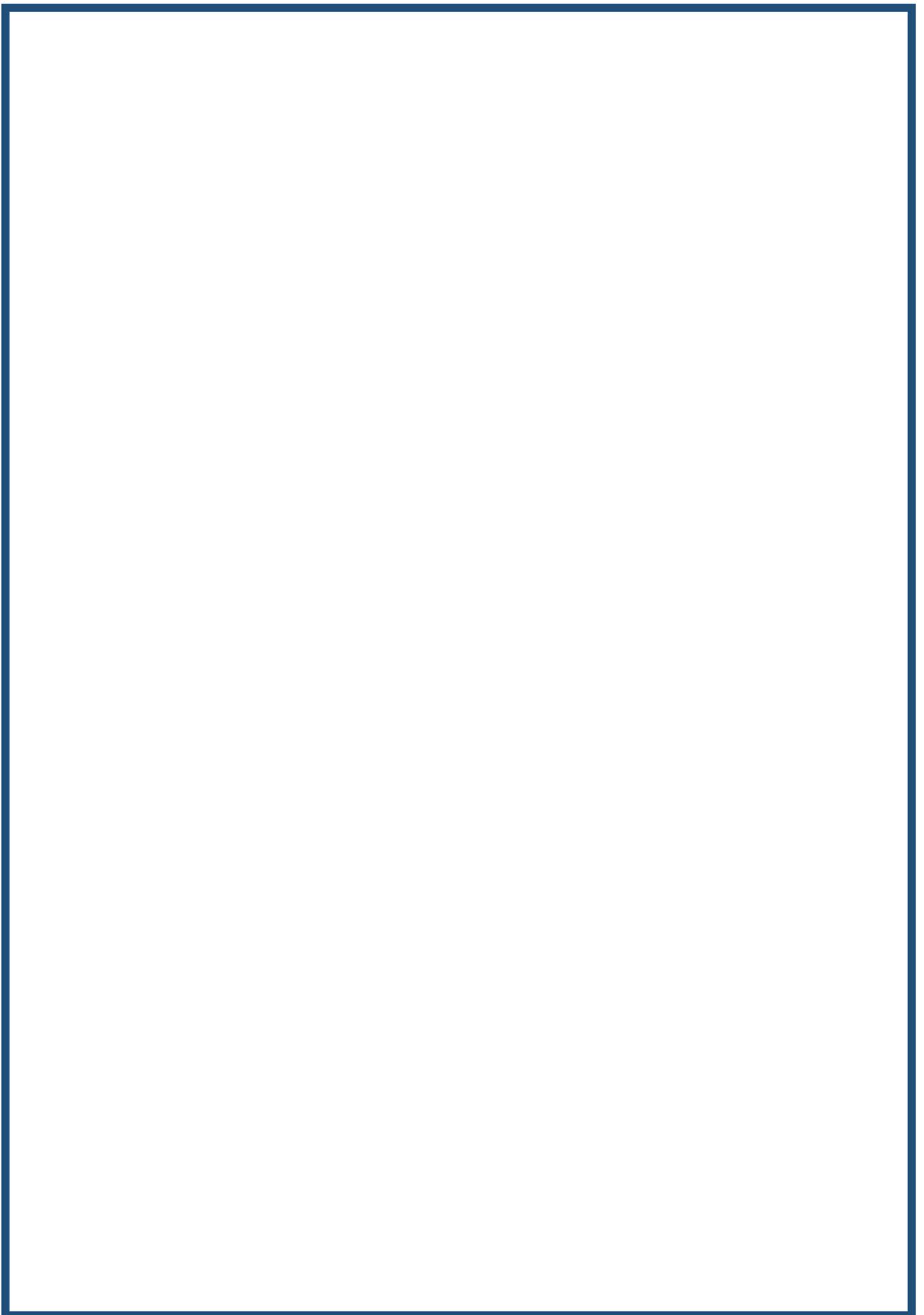
- should ensure compliance with this policy;

- should be satisfied that the institution has the capacity to support the NQT;
- should ensure the Headteacher is fulfilling their responsibility to meet the requirements of a suitable post for induction;
- must investigate concerns raised by an individual NQT as part of the school's agreed grievance procedures;
- can seek guidance from the Appropriate Body on the quality of the institution's induction arrangements and the roles and responsibilities of staff involved in the process; and
- can request general reports on the progress of an NQT.

### **11.6 Teaching Regulation Agency**

The Teaching Regulation Agency will carry out specific duties on behalf of the Secretary of State, including:

- Statutory: hearing appeals and ensuring that the names of NQTs who have failed induction are included on the list of persons who have failed to satisfactorily complete an induction period.
- Non-statutory: recording the progress of NQTs through their induction process and providing details of teachers who have passed or failed induction to employers through the Employer Access Online service.





**Royds**