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NOT  
GUIDE  
2015-16

# Induction



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# Dear colleague

Teaching is a great job. It is one which is both a challenge and a joy. To become fully qualified and achieve qualified teacher status (QTS), a teacher is required to complete an induction period of, usually, one year.

The NUT believes that induction must be a supportive process which helps new teachers to begin to develop further their professional confidence and competence. It must not, therefore, create additional burdens for teachers.

This document will provide new teachers with answers to many of the questions which arise during the induction period.

May I take this opportunity to wish you every success in your induction and in your career. The NUT will be there to support you at every stage.

With best wishes

Yours sincerely,



Christine Blower  
NUT General Secretary





# Know your • union rep

Your first point of contact with the Union is your NUT representative or local secretary. If there is no NUT representative in your workplace, for advice and assistance in England you should contact NUT AdviceLine and, in Wales, NUT Cymru. Contact details can be found on page 16.

## I have QTS. What next?

You have been awarded qualified teacher status (QTS). Now you are required to complete an induction programme and to meet the *Teachers' Standards* (England) or *Practising Teacher Standards* (Wales).

## What are “Appropriate Bodies”?

The appropriate body is responsible for deciding whether you meet the *Teachers' Standards* (England) or the *Practising Teacher Standards* (Wales), based on your head teacher's recommendation.

## What are the *Teachers' Standards* (England)?

The Teachers' Standards are used to assess all those completing their statutory induction period, as well as all other teachers in maintained schools. The decision about whether an NQT has met the relevant standards 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 education and demonstrated their ability to meet the relevant standards consistently over a sustained period in their practice.

## What are the *Practising Teacher Standards* (Wales)?

For NQTs in Wales, the practice review and development model provides the overarching context for their long-term development and sets out the practising teacher standards they are required to meet at the end of their induction period. This model aims to raise standards of teaching and improve learner outcomes across Wales by linking together practitioners' professional standards, performance management and professional development into one coherent system.

## Where can I complete my induction period?

Induction can be served in the following institutions if certain criteria are met:

- a relevant school in England – this includes a maintained infant, junior, primary, secondary or middle school; a maintained or non-maintained nursery school; a nursery school that forms part of a maintained school; a local authority maintained children’s centre; and a pupil referral unit (PRU)
- an independent school in England (including academies, free schools, and city technology colleges) or an independent nursery school that chooses to offer statutory induction
- a further education (FE) institution including a sixth form college in England
- a school or FE institution in Wales in which an induction period may be served under the *Education (Induction Arrangements for School Teachers) (Wales) Regulations 2005* including maintained schools, maintained nursery schools that provide an opportunity to meet the standards, non-maintained special schools and independent schools that meet the national curriculum requirements
- a British school overseas which is inspected by a DfE approved inspectorate against the *British Schools Overseas Standards* and is a member of a DfE accredited association.

Induction cannot be served in the following institutions (with some exceptions):

- a secure training centre
- a school requiring special measures (see page 7)
- an FE institution judged to be inadequate (category 4) (see page 7)
- an FE institution that has received a category 4 for leadership and management (see page 7)
- independent schools and nursery schools as well as other early years settings that do not offer statutory induction or meet the national curriculum requirements
- a pupil referral unit in Wales
- community or foundation special schools established in hospitals in Wales
- schools abroad, including British Schools Overseas that:
  - have not received a recent inspection (within the last four years) from an approved inspectorate
  - have received an inspection judgement but have not met satisfactorily all of the standards/categories.

### Where induction may be served or continued in a maintained school in special measures or an FE institution which has been judged inadequate:

- schools can continue to host induction where a teacher was employed on an employment based initial teacher education scheme in the school prior to gaining QTS, or had already started an induction period in the school, before the school entered special measures
- generally, once a school has entered special measures it is not permitted to recruit any new NQTs. However an Ofsted inspector may make a judgement on whether the school is suitable for the purposes of induction. In some cases, particularly with larger schools, Ofsted may give permission for NQT appointments within specific departments or subject departments of the school
- NQTs already serving induction in an FE institution where the overall effectiveness of the institution, or part of its education and training, have been judged to be inadequate (category 4) at the time of inspection, can continue to serve induction. FE institutions judged as inadequate, or where leadership and management is judged inadequate, may ask Ofsted to make a judgement on their ability, wholly or in part, to host induction and seek Ofsted's permission to do so
- in all cases, the appropriate body must be satisfied that such circumstances will not unfairly compromise the NQT's ability to complete induction successfully.

## Is there a time limit to starting induction?

While NQTs are encouraged to start their induction as soon as possible after gaining qualified teacher status (QTS), there is no set time limit for starting or completing an induction period. This applies in England and Wales.

## Can I work as a supply teacher?

### Supply in England

In England, short-term supply placements of less than one term, or equivalent, cannot count towards induction, as such posts will not provide an NQT with the breadth of experience, support and assessment necessary to enable them to demonstrate that they have met the relevant standards. A qualified teacher, who has not completed an induction period, can undertake short-term supply work of less than one term in a relevant school (see page 6) for a maximum period of five years from the point of award of QTS. This is a fixed time limit with no discretion to extend.

### Supply in Wales

In Wales, all NQTs undertaking their induction through the accrual of short-term periods of supply are able to accrue 380 school sessions (one academic year) where one session is a morning or an afternoon, in order to be assessed against the *Practising Teacher Standards*. NQTs completing their induction via this route will be required to complete an induction portfolio of evidence and complete a short-term supply notification form with the Education Workforce Council (EWC). Upon completing this form, NQTs will be able to log each period via the EWC's web access system.

## Can I work part-time or on a peripatetic basis and still complete induction?

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.

NQTs serving induction on a part-time basis at any point will need to serve the full-time 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.

**Note:** Short term placements of less than one term cannot count towards induction, except in Wales, where evidence of individual school sessions can be considered.



# Courses for **YOU** at the **start** of your **career**



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We recognise how challenging the start of your teaching career can be.

We can help you focus on the challenges of your first year in the classroom with an emphasis on the techniques and skills that will help you succeed.

## **Our courses for NQTs enable you to**

- build on your learning during initial teacher education
- boost confidence and make a positive start with pupils, parents and others
- develop positive teaching styles and classroom strategies
- better understand pupil behaviour
- prepare lessons which move pupils on in their learning
- understand the links between teaching, lesson content and pupil engagement
- explore conditions of service issues and your rights at work
- take a more active role in your union

Find out more and apply online at [www.teachers.org.uk/courses](http://www.teachers.org.uk/courses)

## Do I need to serve an induction period if I have taught outside England or Wales?

If you are a qualified overseas trained teacher from Australia, New Zealand, Canada or the United States of America you may teach in England without being required to undertake an induction period.

If you have been awarded Qualified Teacher Learning and Skills status by the Institute for Learning (IFL) and hold membership with the IFL you are not required to undertake an induction period.

There are a number of other exemptions from induction and further information can be found in Annex B of the DfE *Statutory Guidance on Induction*.

In Wales, overseas trained teachers from outside the European Economic Area (EEA) who have gained QTS via employment based teacher training may be assessed against the *Practising Teacher Standards* or exempt from completing induction. For EEA nationals in Wales they can apply for exemption via the EWC application form.

## What about the skills tests?

In England, all trainee teachers are required to pass skills tests in numeracy and literacy before they can be awarded QTS.

All applicants to initial teacher education are now required to pass these skills tests in numeracy and literacy before starting their course.

Further information about the skills tests can be found at <http://sta.education.gov.uk>

If you are undertaking initial teacher education in Wales, some institutions will require you to sit and pass a literacy and numeracy test at interview before starting the course. Once on the course, trainee teachers are audited at regular intervals and at the end of the course they need to have demonstrated that they have at least maintained their performance levels before being awarded QTS. At present, there is no formal Welsh Government end of course literacy and numeracy test.

## What about the Masters in Educational Practice (MEP)?

In Wales, NQTs have the option to take part in the MEP. More information on the masters programme can be found at [www.walesmep.ac.uk](http://www.walesmep.ac.uk)



# The NUT— the • union for new teachers

Get involved in your union as soon as you start your teaching career by:

- networking with other new teachers at local and national Union events
- letting the Union know what's important to you as a new teacher
- supporting local and national NUT campaigns
- becoming active in your school or local area as an NUT representative.



For further details about how to get involved contact the NUT at [newteachers@nut.org.uk](mailto:newteachers@nut.org.uk)

## What are my entitlements during induction? What can I reasonably expect?

The NUT believes that induction programmes should be reasonable. It also believes that you should be entitled to a permanent contract.

**You are entitled to** a reasonable job description that:

- does not make unreasonable demands
- does not demand teaching outside the age range and subject(s) for which you have been trained (Wales) or employed (England)
- does not present you on a day-to-day basis with acute or unreasonably demanding discipline problems
- involves regular teaching of the same class(es)
- involves similar planning, teaching and assessment processes to those in which teachers working in similar substantive posts in the school are engaged
- does not involve additional non-teaching responsibilities without the provision of appropriate preparation and support.

**You are entitled to** a reduced teaching load of no more than 90 per cent of the timetable of other main pay range teachers in the school without responsibility points. The NUT believes that your released time from teaching for induction purposes should be:

- in usable blocks, not less than half a day
- timetabled well in advance to allow planned use of the time
- not dependent on increased teaching loads for other teachers
- covered regularly by the same experienced teachers so that pupils' learning and good standards of behaviour can continue
- timetabled and not cancelled other than in extreme circumstances.

**You are entitled to** a planned induction programme, tailored to your individual needs and circumstances, that includes opportunities for you to:

- have your teaching observed at regular intervals throughout your induction period and have a follow-up discussion. Observations should focus on particular aspects of your teaching
- have regular professional reviews of your progress
- observe experienced teachers in your own or other schools.

In Wales, the induction programme will be based on your career entry profile.

Arrangements for observations of your teaching should be made well in advance and a brief written record should be made on each occasion. You are advised by the NUT to keep copies of such records.

**You are entitled to** an induction tutor to provide day-to-day monitoring and support.

In Wales, the head teacher must identify a school-based mentor who will work with you and an external mentor working on behalf of the appropriate body (see page 5). An external mentor should be appointed after 190 sessions.

**You are entitled to** support from your head teacher, who has overall responsibility for your induction programme and for assessing whether or not you satisfactorily meet the *Teachers' Standards* (England) or the *Practising Teacher Standards* (Wales) and for ensuring that you receive advice on:

- timetabling of lessons and support arrangements, names and contacts of induction tutors and a schedule for formal assessment and meetings
- reporting arrangements and entitlements to pay during sickness absences, named contacts for other absences, eg maternity leave
- arrangements for pay
- provisions for pensions and any other entitlements
- health and safety and equal opportunities policies
- other relevant policies including arrangements for cover and child protection
- the nature of the contract of employment, a list of duties and management arrangements.

**You are entitled to** oversight by the appropriate body. It should provide a named individual for you to raise any concerns about your induction which go beyond the school's systems or procedures.

**The NUT believes that you should be entitled to** a supportive approach to your assessment, which should emphasise success and achievement rather than over-emphasise difficulties or shortcomings. Assessments, including targets, should be reviewed by you and your induction tutor and amended to meet any needs identified during formal assessment.

## Do I need to use my Career Entry Profile (Wales)?

The Career Entry Profile in Wales is designed to help trainees and NQTs think about their professional development.

It is based on three transition points:

- towards the end of initial teacher education
- at the start of induction
- at the end of induction.

All new teachers in Wales are required to share their Profile with the school where they are doing induction. Your Profile should contain valuable information about your strengths and development priority areas, so that you and your school-based mentor can work together to develop an induction action plan based on your Profile responses. It may also be used to support the induction process, for example, by helping you and your school-based mentor to review and revise the action plan. Your external mentor will need to see your Profile.

## Am I entitled to PPA time?

Yes, the head teacher must ensure an NQT has a reduced timetable of no more than 90 per cent of the timetable of other main scale teachers in the school 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. NQTs in independent schools, including academies and free schools, independent nursery schools and FE colleges, must also have a reduced timetable on a comparable basis.

## How can I find out more?

[www.teachers.org.uk](http://www.teachers.org.uk)

Visit the NUT website to keep up to date on campaigns and your pay and conditions.

[www.gov.uk/dfc](http://www.gov.uk/dfc)

The Department for Education (DfE) home page on the Government website sets out the expectations and requirements for induction in England.

[www.learning.wales.gov.uk](http://www.learning.wales.gov.uk)

The website of the Welsh Government sets out the expectations and requirements for induction in Wales.

[www.ewc.wales](http://www.ewc.wales)

Tel: **029 2046 0099**

Email: **information@ewc.wales**

Contact the Education Workforce Council for advice on registration in Wales and for advice on induction and the subsequent two years of Early Professional Development in Wales, including funding.

## What support will I have from the NUT?

Members are welcome to seek advice and support from the NUT at any stage of their induction period. If you do have any concerns it is in your interest to have these addressed as early as possible. Don't leave it too late! You should seek advice from the NUT if:

- you believe that you are not receiving your entitlements
- you consider that the Union's recommendations for good practice, identified in this document, have not been met and that has impinged upon your successful induction
- lengthy absence affects your induction period, such as prolonged or recurring absence through illness
- you need advice on maternity leave during induction
- you are concerned about the support provided to you in school and believe that the professional/working relationships with your induction tutor, head teacher or other members of staff are inhibiting your progress
- you are concerned at all about the success of your induction period or wish to appeal against a formal decision.

## How do I get in touch?

In school your first point of contact with the union is your NUT representative. If there is no NUT representative in your workplace, in England you should contact NUT AdviceLine and, in Wales, NUT Cymru.

For advice and guidance in England contact:

### **NUT AdviceLine**

Tel: **020 3006 6266**

Email: [nutadvice@nut.org.uk](mailto:nutadvice@nut.org.uk)

In Wales contact:

### **NUT Cymru**

Tel: **029 2049 1818**

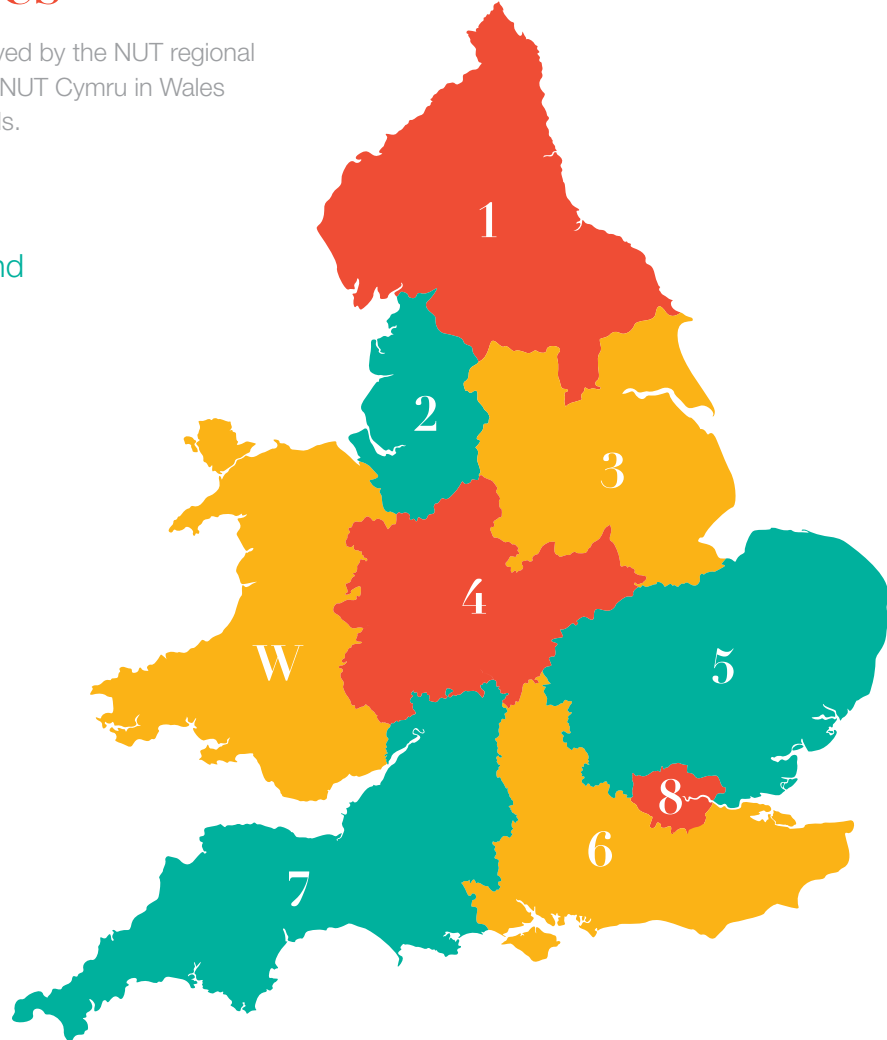
Email: [cymru.wales@nut.org.uk](mailto:cymru.wales@nut.org.uk)



# NUT regions and Wales

Here are the areas served by the NUT regional offices in England and NUT Cymru in Wales and their contact details.

- 1 Northern
- 2 North West
- 3 Yorkshire/Midland
- 4 Midlands
- 5 Eastern
- 6 South East
- 7 South West
- 8 London
- W Wales



**NUT Northern Regional Office**Tel: **0191 482 7700**Email: **northern@nut.org.uk****NUT North West Regional Office**Tel: **01204 521 434**Email: **north.west@nut.org.uk****NUT Yorkshire/Midland Regional Office**Tel: **01302 342 448**Email: **yorkshire.midland@nut.org.uk****NUT Midlands Regional Office**Tel: **0121 647 4397**Email: **midlands@nut.org.uk****NUT Eastern Regional Office**Tel: **01638 555 300**Email: **eastern@nut.org.uk****NUT South East Regional Office**Tel: **01444 894 500**Email: **south.east@nut.org.uk****NUT South West Regional Office**Tel: **01392 258 028**Email: **south.west@nut.org.uk****NUT London Regional Office**Tel: **020 8477 1234**Email: **london@nut.org.uk****Wales NUT Cymru**Tel: **029 2049 1818**Email: **cymru.wales@nut.org.uk**



# Speak up for professional unity

Our aim:  
one union  
for all  
teachers

## One union – why now?

Because we are stronger when we are together.

The NUT has consistently campaigned for there to be one union for all teachers. A single union would ensure the voice of the profession is heard.

The NUT has proudly collaborated with ATL, NASUWT, UCAC, ASCL and NAHT on different campaigns at different times to ensure the profession's expert voice shapes education and schools policy.

## Speak up for one union

We are asking other teaching unions to talk with us about the possibility of forming one union. If you agree that now is the time for professional unity – speak up for one union for all teachers. Tell us why you support professional unity.

Email [unity@nut.org.uk](mailto:unity@nut.org.uk)

# Our aim: one union for all teachers

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