

**Newly Qualified Teachers (NQT)
and Initial Teacher Training (ITT) Policy**

Date Created: 19.06.2018	Created by: R Gargan	Review Period: 2 Years
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Definitions

Plymouth School of Creative Arts (PSCA)

Senior Leadership Team (SLT)

Department for Education (DfE)

Local Authority (LA), Plymouth City Council, provided through Plymouth Learning and Communities.

Teaching and Learning Plan (TLP) is a central document on Google Drive where observations about the studios / subject areas is shared. It is normal for staff to respond to observations or questions that have been made in the TLP.

Newly Qualified Teachers (NQT's) are those who have gained Qualified Teacher Status but have not yet completed the statutory twelve-month programme known as the "induction for newly qualified teachers".

NQT Shared Drive is a Google Documents drive that is shared between the NQT and ITT mentor and the SLT. Individual NQT's will have access to their own area only.

Initial Teacher Training (ITT) are colleagues who are in the process of achieving Qualified Teacher Status (QTS). PSCA has a number of partners including Plymouth University, University of Marjon and Exeter University. We also offer School-Centred Initial Teacher Training (SCITT).

Context and purpose

Our school's purpose can be summarised in just four words; Creating Individuals, Making Futures. Our learning village celebrates new colleagues to our community, including developing teachers and NQT's.

To achieve our purpose, we have a distinctive approach. This includes:

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1. Supporting all, including adults, to develop content knowledge, habits of success, way finding and creative know how (see diagram below – My Ways Framework TM).
2. Our learning ecology which combines Pedagogy, Space, Assessment, Making, Curriculum, Well-being, and Digital practice
3. With Plymouth College of Art we form a unique **Continuum of Creative Learning** that connects from Early Years to Masters Level. As a school our students ages range from 3 to 16. We believe in a developmental approach – stage not age.
4. We see ourselves as a Learning Village, where our community works collectively to raise young people.

Safeguarding and promoting student welfare

PSCA is committed to ensuring that all learning activities provide a safe, enjoyable and positive experience for children and young people as participants and for the staff, whose involvement is integral to the development of quality opportunities and services. Safeguarding children is a priority for PSCA and all staff are committed to ensuring that our procedures are continuously reviewed, improved and in line with development and government legislation.

The Safeguarding Policy runs alongside the Child Protection and Staff Training Policy.

<http://plymouthschoolofcreativearts.co.uk/wp-content/uploads/2014/09/Safeguarding-and-Promoting-Student-Welfare-Policy-May-2017-1.pdf>

Induction

All new staff are inducted into the school. New staff are issued with photo identity cards when all elements of the induction process are completed.

ITT students also undergo an induction process including Safeguarding and Child Protection. Once ITT students have completed this process they will be able to work unsupervised with our students and move from a yellow to a red badge.

Part of the induction process is that the ITT provider will provide a letter of assurance / compliance. An overview of compliance is held with the ITT / NQT mentor and HR.

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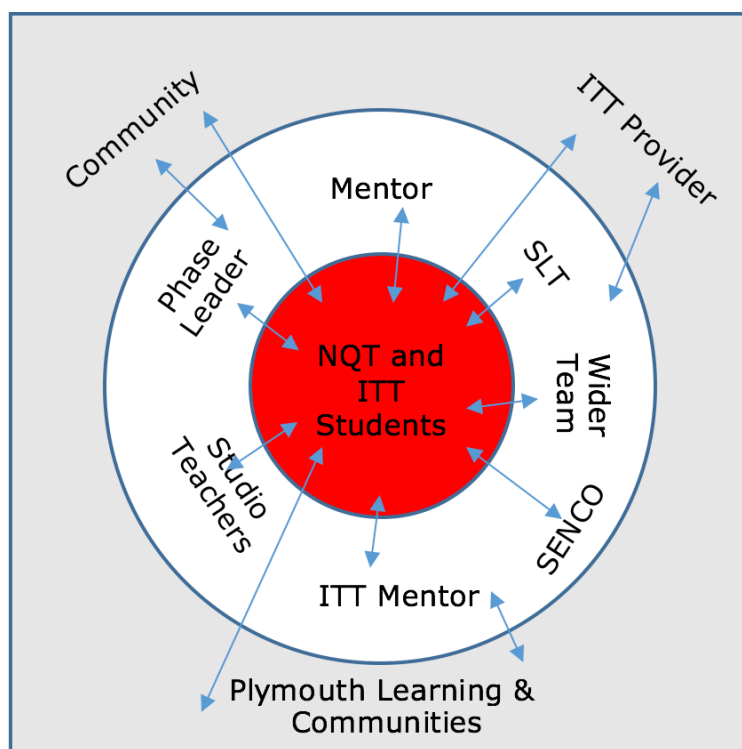
Confidentiality

Sharing of information about NQT's progress will only be between the NQT, mentor, Phase Leaders and members of the SLT. The SLT have access to the NQT and ITT folder and within this the NQT Evidence folder for NQT's in our school.

Students on ITT programmes are expected to follow the guidance from the ITT provider. Students must maintain confidentiality about students and a professional approach to practice at PSCA at all times otherwise this could potentially be a Safeguarding or conduct issue. This includes maintaining confidentiality on all forms of social media. Failure to uphold confidentiality might mean that in discussion with the SLT, PSCA will contact the ITT provider and request that the ITT student be withdrawn from the placement.

Staff will share observations and discussions as appropriate with the ITT providers.

Vision and ethos for NQT's and ITT students



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PSCA's purpose is the transformation of our students' lives enabling them to be their best self, achieving academically through a creative, purposeful education. "Creating Individuals, Making Futures."

Both NQT's and ITT students enable PSCA to be part of the community and are beneficial to the transformation of students in our school and the school as a whole. Being an NQT or an ITT student is a two-way process as shown by the infographic.

Requirements and expectations for NQT's

Our school and learning environment is unique. As a Free School, PSCA follows the Department for Education statutory guidelines for NQT's. "Induction for newly qualified teachers (England). Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies."

<https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts>

Plymouth Learning and Communities, as part of the Local Authority provide the local induction process; this includes PSCA providing the necessary paperwork for our NQT's. Within the "NQT and Mentor handbook" which is shared with our NQT's timescales for completion of the NQT induction other than 1.0 Full Time can be found.

NQT's at PSCA will be able to provide evidence within day to day teaching to meet the Teachers standards, including Part 2 Personal and Professional Conduct.

<https://www.gov.uk/government/publications/teachers-standards>

NQT's will be expected to provide good quality evidence for each third of their induction process. This will form the basis of discussions with the mentor. The school mentor will provide each NQT with a time scale of when this will occur as set out in the NQT shared drive.

Evidence will be provided on line through Google Drive and will follow the guidelines for confidentiality. For each of the standards and sub standards including Part 2 Personal and Professional conduct the evidence will be set out as:

- (e.g.) Standard 1a Stage 1 (for the first third of the induction process).
- Standard 1a Stage 2 (for the second third of the induction process).
- Standard 1a Stage 3 (for the final part of the induction process).

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PSCA does not envisage the evidence gathering process to be onerous as standards should be being met through daily teaching. PSCA expects NQT's to provide a minimum of 1 or 2 pieces of evidence per stage (for each sub standard) if the NQT is making the expected rate of progress.

Requirements and expectations for ITT students

The ITT students will follow the guidelines as set out by the ITT provider. As a school, PSCA expects that ITT students will play an active and full part in school life. All students will be inducted into the school, including Safeguarding and Child Protection. (See Safeguarding and Promoting Student welfare). All ITT students will wear photographic identification at all times. ITT students will maintain confidentiality at all times. (See Confidentiality).

Support for NQT's and ITT students

The studio ecology of PSCA enables continuous support and feedback from colleagues as part of the team where everyone is supported and "no one is ever alone". It is expected that staff will be curious about each others practice and discussions and learning conversations will take place. The infographic on page 5 shows how we support our NQT's and ITT students. Within the SLT room there is also a range of books that can be used for reference and support.

Continual Professional Development (CPD) opportunities might be identified through discussions with the mentor, Phase Leaders, TLP or SLT. All NQT's will have access to specific targeted NQT CPD provided by Plymouth Learning and Communities.

The Teaching and Learning Plan provides a central place where observations and discussions can be shared and is a supportive document. Like all staff at PSCA, NQT's will contribute to the TLP.

Role of the SLT and governors in NQT provision

The mentor will be accountable to the SLT. The SLT has access at all times to the NQT folder including evidence for each NQT. Meetings with the SLT to discuss progress will be held at least monthly. At times the SLT will be directly involved with NQT observations and discussions around standards. The Headteacher has the final decision as to whether the NQT passes the induction process as per guidelines.

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<https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts>

The role of the governors is set out within the DfE documentation.

<https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts>

ITT student overview

The mentor will provide an overview of ITT student provision across the whole school. This will be available in the NQT shared drive.

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