

**West London  
Teaching School Alliance**



**NQT Service Level Agreement  
& Booking Form**

**2018-19**

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### **Appendix 1: Booking Form**

## 1 Key Legal Requirements

DfE Statutory Guidance, Induction for Newly Qualified Teachers (England), Dec 2016 clarifies various responsibilities for schools employing NQTs and key elements are summarised below:

- **Induction and QA:** All NQTs must satisfactorily complete an induction period, quality assured by an Appropriate Body, before they can then be employed as a qualified teacher in a maintained school.
- **Timetable:** The Headteacher must ensure that the NQT has a timetable reduction of at least 10% to enable them to undertake induction activities in addition to the normal timetable reduction for Planning, Preparation and Assessment work (para 2.19)
- **Monitoring and Support Programme:** A suitable programme must be put in place for the NQT, personalised to meet their professional development needs, including:
  - support and guidance from an 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; and
  - the NQT's observation of experienced teachers (para 2.34).
- **Provision of Induction Tutor:** The headteacher must identify a suitable person to act as the NQT's induction tutor, to provide day-to-day monitoring and support, and coordination of assessment. (para 2.35)
- **Observation:** The NQT's teaching should 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 (para 2.36)
- **Feedback:** The NQT and the observer should meet to review any teaching that has been observed. Feedback should be prompt and constructive and should indicate where any development needs have been identified (2.37)
- **Progress Review:** The induction tutor should carry out progress reviews at frequent intervals. These should be informed by evidence of the NQT's teaching. Objectives should 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 and agreed steps to support them. (para 2.38)
- **Formal Assessments:** NQTs should have formal assessments carried out by either the headteacher or the induction tutor. These could be undertaken termly so that they have three per year, as near to the end of each term as possible. Evidence used must be clear and transparent and judgements should relate directly to the relevant standards. NQTs should be kept up to date on their progress. There should be no surprises. The NQT should add their comments. They should then be signed by the induction tutor, headteacher and the NQT with a copy given to the NQT and to the appropriate body (2.39-43)

## **2 Appropriate Body Role**

Sacred Heart High School (as the Teaching School that coordinates the West London Teaching Alliance) is an Appropriate Body (AB) for NQT induction purposes, and has the main responsibility for quality assurance of the induction programme, ensuring that schools fulfil their duties in relation to induction for NQTs where it is appropriate to do so. The AB will offer guidance, support and assistance to schools including induction tutor training, according to available resources. Sacred Heart High School has appointed Fox Primary School, St Charles Catholic Primary School, West London Free School Primary, Colville Primary School and Ashburnham Community School to act as assessors on our behalf for the Primary NQT programme.

The AB makes the final decision as to whether the NQT has achieved the standards required, and has accordingly satisfactorily completed the induction period. In making this decision, the AB will draw on the recommendation of the Headteacher/ Principal and the available evidence.

It is the AB's responsibility to ensure that schools fulfil their duties in relation to induction. Schools should have robust processes in place in order to meet their responsibilities for induction. This will also help to avoid legal challenge in the event that an NQT is deemed not of a satisfactory standard to remain in the profession and chooses to appeal a decision to fail them.

## **3 Abiding by Statutory Guidance**

All schools and the AB will refer to the Statutory Induction Guidance for newly qualified teachers document to ensure all matters relating to NQTs are fair and equitable, and in line with government policy.

## **4 Appropriate Body Commitments**

As part of the Appropriate Body's statutory duty, it will:

- Operate a rolling cycle of school visits over a 3yr period, visiting NQTs to ensure that all requirements for NQTS are being met by the school, including ensuring that they have enough time to do their role effectively, and that they are supported by an adequately-trained induction tutor.
- In the case of an NQT that is at risk of failing, require that schools inform the assessor/ AB so that appropriate strategies can be put in place to support the NQT.
- will liaise with Head Teachers (or Principals) in order to conduct regular QA.
- Be responsible for the quality and maintenance of all NQT documentation, as well as following statutory guidelines regarding registration and assessment. Schools agree to use NQT Manager to assist in this. The AB will ensure that all NQT records are kept for the required six years.
- Have overall responsibility for the decision regarding whether the NQT has met the appropriate standards for the year, and any other decisions (including the extension of the NQT period) where the standards have not been met. The AB will ensure that all relevant personnel and organisations are informed.
- Inform the relevant authorities (formerly the NCTL) regarding all NQTs, whether they complete the period and meet the standards or not.

- Support Sixth Form colleges and FE colleges to secure the 10 days statutory second placement at a Secondary school for NQTs

The AB will also (as local capacity, resources and agreements allow):

- ensure that all schools are supported to meet their duties, which may include advice and guidance for tutors. Extra support for NQTs may incur additional costs, see para 6.2 below.

## **5 Employing School Commitments**

According to their statutory duty, schools agree to:

- be responsible for conducting the required pre-employment, qualification, suitability and eligibility checks;
- following the processes prescribed by the AB to support and manage the induction process, including use of specified reporting and data management systems;
- Ensure that all NQTs are registered with the AB prior to the induction (before the start of term ideally)
- Ensure that effective handover procedures are followed where an NQT may have been registered elsewhere or in a different setting so that the induction period can start in a timely way
- Ensure that deadlines are met pertaining to registration and submission of statutory documentation. Failure to do so may lead to further costs being charged, and may delay the NQT's induction or completion
- Maintain NQT records for the required six years, as laid out by the DFE
- Liaise effectively with the AB so that all matters relating to NQTs can be delivered in accordance with the statutory guidelines
- provide a suitable, personalised induction programme to support the NQT's development.
- Ensure that NQTs are given effective and relevant training so that they are aware of their professional duties within their own context and beyond
- Measure the NQT's progress towards the National Teaching Standards, supported by evidence
- Abide by the statutory guidance requirements for NQTs regarding timetable allocation and the support of a sufficiently qualified tutor alongside access to monitoring and support
- Conduct formal lesson observations as part of a school schedule, with timely professional reviews and termly reports

- ensure that any NQTs who may be at risk of not meeting the standards should receive appropriate monitoring and support, which should include targets for improvement and an action plan
- Liaise with the AB regarding the recommendation by the Headteacher or Principal when the NQT induction period is complete, stating whether the NQT has successfully met the Teachers Standards or not.

## 6 Costs

### 6.1 Basic Service

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The Basic Service (£250 per NQT) covers

- Liaison and communication with the school's NQT induction coordinator providing relevant information and advice on procedures, changes in regulation and statutory guidance, and NQTs causing concern.
- A rolling programme of visits from the assessor to quality assure NQT provision, including a joint observation with the Tutor
- An optional (free) induction tutor training session in the autumn term.
- Resources available on-line including guides for NQTs, induction tutors, Teachers' Standards, induction guidance and a range of templates and tools to support induction.

### 6.2 Optional Extras

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Schools may take advantage of the following optional extras:

- The option to be provided with support for any NQT who may be deemed at risk of failing to meet the accepted standards, charged at £400 per day consultancy fee.
- The option to buy into an extended service offering a specialist NQT professional development programme. Details available on the booking form.

## 7 Initial Teacher Training

If you would like to join our separate School Direct teacher training programme, we can help support you in recruiting trainees for your school who can then stay with you as NQTs the following year. Please see further information about our School Direct programme in the Initial Teacher training tab at [www.wltsa.org.uk](http://www.wltsa.org.uk)

In addition, by signing this Appropriate Body agreement you would be included in information sharing regarding the WLTSa NQT pool, as appropriate: We regularly email our partner schools to ask if they have NQT vacancies and would be interested in looking at WLTSa trainees who have not been able to secure employment in their host school (for example because no vacancies there). We also contact our trainees for permission to share their details with these partner school. Under such circumstances, you would be included in this data sharing where permission had been given by the trainee.

## 8 Terms and Conditions

By agreeing to act as Appropriate Body, the Sacred Heart High School requires schools to abide by the relevant regulations and the Statutory Guidance on induction for newly qualified teachers (England) which is underpinned by the following statutory-provisions: sections 135A, 135B and 141C(1)(b) of the Education Act 2002, and the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. (*DfE Statutory Guidance Induction for Newly Qualified Teachers, para 1.2*)

1. Schools will use the data management and reporting system NQT Manager for registering NQTs and submitting termly reports. Failure to do so may incur an additional administration charge.
2. Additional QA visits may be applicable if a schools' circumstances change such as their capacity to support their NQTs e.g. Ofsted outcome.
3. By registering NQTs for induction with the WLTA, schools agree to the charges set out and to these terms and conditions.

## 9 Glossary of Key Terms

**Assessor:** Senior member of staff/ SLE who works with schools to support NQT induction

**AB:** Appropriate Body who approves the NQT at the end of the Induction period when an NQT has met the required standards

**See Booking Form overleaf**

## NQT Appropriate Body Booking Form

Please indicate those NQTs you wish to register for induction in the coming term on this form and return to: [jgreenwood@sacredh.lbhf.sch.uk](mailto:jgreenwood@sacredh.lbhf.sch.uk). This form also includes information relating to our primary and secondary NQT CPD programmes.

**Please note:**

- Submission of this form indicates agreement to the terms set out in the 2018-19 WLTA NQT Service Level Agreement, attached.
- Induction start date should not precede registration date.

<b>School Name</b>	
<b>Local Authority/Borough</b>	
<b>Headteacher Name</b>	
<b>Headteacher Email</b>	
<b>NQT Co-ordinator Name</b>	
<b>NQT Co-ordinator Email</b>	

Service Level	Please tick
<p><b>Basic service at £250 per NQT for the full NQT year for maintained schools.</b> This is payable by cheque to Sacred Heart High School. Please mark the cheque on the back, NQT Appropriate Body. Please send the cheque to Alex Dijkhuis, Sacred Heart High School, 212 Hammersmith Road, London W6 7DG <i>If you are an independent school, please contact us for further fee clarification.</i></p>	
<p><b>Additional SECONDARY NQT Training programme (£150)</b> - ten twilight sessions over the year from 4pm -5pm on a programme run collaboratively between West London Teaching School Alliance and Royal Borough Teaching School Alliance. Full details to be available after Easter from Helen Brooks at Cardinal Vaughan Memorial School <a href="mailto:brooksh@cvms.co.uk">brooksh@cvms.co.uk</a>. Please do not include payment for this NQT CPD programme with your payment for the Appropriate Body service. The flyer for the Secondary NQT programme will specify booking and payment arrangements through Cardinal Vaughan Memorial School.</p>	
<p><b>Additional PRIMARY NQT Training programme (£1,200)</b> for 16 full days Further detail about the content of this programme and its separate booking form is attached. Please do not include payment for this NQT CPD programme with your payment for the Appropriate Body service. The flyer for the Primary NQT programme will specify booking and payment arrangements through Fox Primary School.</p>	

Please use more than one sheet if necessary

NQT Name	Designated NQT Tutor and email address	Charge £
		<b>Total:</b>







