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| **TERM 1 NQT Induction Calendar of Events** |
| **Copy to Tutor & NQT** |
| **ACTIVITY** | **DATE(S)** |
| **Initial discussion between the Induction Tutor and NQT*** Use Initial Discussion Record Sheet
* Based on CEDP (where available) and conversation set initial targets

**Within four weeks of commencing - one lesson observation focusing on particular aspects of the NQTs teaching:*** Complete Observation Proforma or alternative written record
* Follow-up discussions between NQT and observer to analyse lesson observed
* Complete tracker and action plan in light of targets

Tracker completed at each weekly/fortnightly mentor meeting to review progressAt least one observation by the NQT of another teacher either in this school or another.**At end of Half Term - Professional Review Meeting informed by observation of teaching records: targets reviewed and set** |  |
| HALF TERM |
| At least one lesson observation focusing on particular aspects of the NQTs teaching based on action plan and tracker targets:* Complete Observation Proforma or alternative written record
* Follow-up discussions between NQT and observer to analyse lesson observed
* Review tracker and action plan and amend as required

Tracker completed at each weekly/fortnightly mentor meeting to review progressAt least one observation by the NQT of another teacher either in this school or another.**In the final two weeks of term 1**First Summative Assessment MeetingThe extent to which the NQT is consistently making progress towards the Teachers’ Standards * Complete the NQT Induction - End of first assessment period
* Send to the AB Induction co-ordinator within 10 days of the NQT completing the assessment period. File this term 1 checklist, complete with dates for your records as well as keeping a copy of the first assessment period.
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| **TERM 2 NQT Induction Calendar of Events** |
| **Copy to Tutor & NQT** |
| **ACTIVITY** | **DATE(S)** |
| **At least one lesson observation focusing on particular aspects of the NQTs teaching – based on action plan and tracker targets:*** Complete Observation Proforma or alternative written record
* Follow-up discussions between NQT and observer to analyse lesson observed
* Revise and review tracker and action plan in light of targets

Tracker completed at each weekly/fortnightly mentor meeting to review progressAt least one observation by the NQT of another teacher either in this school or another.**At end of Half Term - Professional Review Meeting informed by observation of teaching records: targets reviewed and set** |  |
| HALF TERM |
| At least one lesson observation focusing on particular aspects of the NQTs teaching – based on action plan and tracker targets:* Complete Observation Proforma or alternative written record
* Follow-up discussions between NQT and observer to analyse lesson observed
* Revise and review tracker and action plan in light of targets achieved

Tracker completed at each weekly/fortnightly mentor meeting to review progressAt least one observation by the NQT of another teacher either in this school or another.**In the final two weeks of term 2**Second Summative Assessment MeetingThe extent to which the NQT is consistently making progress towards the Teachers’ Standards * Complete the NQT Induction - End of first assessment period
* Send to the AB Induction co-ordinator within 10 days of the NQT completing the assessment period. File this term 2 checklist, complete with dates for your records as well as keeping a copy of the second assessment period.
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| **TERM 3 NQT Induction Calendar of Events** |
| **Copy to Tutor & NQT** |
| **ACTIVITY** | **DATE(S)** |
| **At least one lesson observation focusing on particular aspects of the NQTs teaching – based on action plan and tracker targets:*** Complete Observation Proforma or alternative written record
* Follow-up discussions between NQT and observer to analyse lesson observed
* Revise and review tracker and action plan in light of targets

Tracker completed at each weekly/fortnightly mentor meeting to review progressAt least one observation by the NQT of another teacher either in this school or another.**At end of Half Term - Professional Review Meeting informed by observation of teaching records: targets reviewed and set** |  |
| HALF TERM |
| At least one lesson observation focusing on particular aspects of the NQTs teaching – based on action plan and tracker targets:* Complete Observation Proforma or alternative written record
* Follow-up discussions between NQT and observer to analyse lesson observed
* Revise and review tracker and action plan in light of targets achieved

Tracker completed at each weekly/fortnightly mentor meeting to review progressAt least one observation by the NQT of another teacher either in this school or another.**In the final two weeks of term 3**Final Summative Assessment Meeting**The extent to which the NQT has met the Teachers’ Standards** * Complete the NQT Induction - End of final assessment period
* Send to the AB Induction co-ordinator within 10 days of the NQT completing the assessment period. File this final term checklist, complete with dates for your records as well as keeping a copy of the final assessment period.
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