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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 progress  At 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 progress  At 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 Meeting The 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. |  |
| **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 progress  At 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 progress  At 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 Meeting The 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. |  |
| **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 progress  At 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 progress  At 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. |  |