## Initial Meeting with the NQT

## SCHOOL INFORMATION

The following information is very useful and a good starting point for your first meeting with your NQT.

### **The School**

* Names of teachers and their role
* Department organisation/structures
* Number of pupils
* Class organisation
* A plan of the school
* Links with other schools – collaboratives, partnerships etc.
* Type of school

#### Special Needs Provision and Inclusion

* Policy
* Resources available
* Special Educational Needs Co-ordinator (SENCO)
* Support systems available
* Provision mapping

**School Improvement**

* The School Improvement Plan
* Professional Development Policy
* Assessment and performance tracking systems
* Behaviour Policy
* Homework Policy
* Health & Safety Policy
* ICT Policy – including e-safety and expectations of ICT knowledge and abilities
* Special initiatives within the school

#### Staff Handbook

* School timetable
* Term/ holiday dates
* Inset dates
* Staff meeting timetable/dates
* Personal timetable
* Duty timetable
* Registration procedures
* Arrangements for collective worship

**The NQT should be provided with:**

* an appropriate job description
* a description of the role they will be expected to fulfil
* an induction programme and training to meet targets
* an induction tutor who will monitor the NQT’s progress and organise support, training opportunities, advice and encouragement
* a mentor for support, to whom the NQT can refer for day to day issues, successes, concerns, ideas and organisation
* all necessary documentation (see previous list) including necessary curriculum policies/schemes of work
* observations of their teaching with supportive, developmental feedback
* opportunities to observe colleagues teaching in both their own and other schools
* opportunities to consolidate and widen their experience and expertise
* regular half-termly meetings with the induction tutor followed by written feedback with clear targets and support plans to meet them
* acceptance as a colleague and be shown respect.

**The NQT should be expected to:**

* complete their duties and responsibilities professionally
* effectively plan, prepare, deliver and evaluate
* keep informative records of pupil progress
* ask for guidance when necessary, then implement it
* be a reflective practitioner
* be a committed member of the team and involve themselves in the wider life of the school.

# INITIAL DISCUSSION RECORD SHEET

|  |
| --- |
| How are you settling in? Personal, domestic arrangements. |
|  |
|  |
| 1. What aspects of your teaching so far in this school have given the greatest satisfaction? |
|  |
|  |
| 1. Are there any aspects that would benefit from further work (e.g. any worries? Practical issues? Curriculum areas? Any other concerns?) |
|  |
|  |
| 1. Strengths & Weaknesses in your training? |
|  |
|  |
| **Signature of mentor:** |
| **Signature of NQT:** |
| **Date:** |
|  |
| **Date of 1st Prof. Meeting (before half term):** |