

## City of Bradford Metropolitan District Council (CBMDC) Appropriate Body Agreement for NQT Induction Services 2018-2019

### Introduction

*(Taken from Statutory Guidance on induction for newly qualified teachers – revised December 2016)*

### Determining the appropriate body

- 2.20 Independent quality assurance of statutory induction, through the role of the appropriate body, is important both for ensuring that schools provide adequate support for their NQTs, and that their assessment is fair and consistent across all institutions.
- 2.21 An NQT cannot start their induction until their appropriate body has been agreed. The chart below identifies the organisations that can act as the appropriate body for particular institutions. In the absence of another body acting as appropriate body for a school, the local authority in which the school is situated should be asked to be the appropriate body for that school.

### Chart: determining the appropriate body

Type of institution	Appropriate body
<ul style="list-style-type: none"> <li>• Community, foundation or voluntary schools</li> <li>• Community or foundation special schools</li> <li>• Maintained and non-maintained nursery schools or children's centres</li> <li>• Non-maintained special schools</li> <li>• Pupil Referral Units (PRUs)</li> </ul>	<ul style="list-style-type: none"> <li>• A local authority with which the school reaches agreement</li> <li>• A teaching school (subject to the conditions outlined in para 2.22 of Statutory Guidance)</li> <li>• The National Induction Panel for Teachers (NIPT)</li> <li>• The local authority in which the school is situated (if agreement cannot be reached between the school and one of the above)</li> </ul>
<ul style="list-style-type: none"> <li>• Academies, Free Schools or City Technology Colleges</li> </ul>	<ul style="list-style-type: none"> <li>• A local authority with which the school reaches agreement</li> <li>• A teaching school (subject to conditions )</li> <li>• The National Induction Panel for Teachers (NIPT)</li> <li>• The Independent Schools Teacher Induction Panel (ISTIP) (for their members and associate or additional members only)</li> </ul>
<ul style="list-style-type: none"> <li>• Other independent schools including independent nursery schools</li> <li>• British Schools Overseas</li> </ul>	<ul style="list-style-type: none"> <li>• A local authority with which the school reaches agreement</li> <li>• A teaching school (subject to conditions)</li> <li>• The Independent Schools Teacher Induction Panel (ISTIP) (for their members and associate or additional members only)</li> </ul>
<ul style="list-style-type: none"> <li>• FE institutions (including 6th form colleges)</li> </ul>	<ul style="list-style-type: none"> <li>• A local authority with which the institution reaches agreement</li> <li>• A teaching school (subject to conditions)</li> </ul>

### Charging by the appropriate body

- 2.23 The appropriate body may make reasonable charges, (agreed in advance), not exceeding the cost of supplying the service as follows:
  - To an independent school; an Academy; a Free School; a city technology college; a BSO; an independent nursery school; or a further education institution to which it is supplying the service
  - To any maintained school or institution

## Charges Options

For the academic year 2018-2019, CBMDC is continuing to offer a choice for all schools regarding induction charges.

**Please note, for the first time since charges were introduced, we are increasing the price for each option in line with inflation.**

Schools should decide on **one** of the options for the academic year depending upon their own situation. Should a school's situation change during the academic year the option chosen should allow for this – it is not possible to change from one option to another during the year, neither can a school have some NQTs covered by one option and some by another; **only one option per academic year per school.**

Option descriptions are on page 3 below.

## Online subscription

**Schools are no longer required to send a signed form to the Appropriate Body representative.**

When registering NQTs school representatives are now required to agree to the terms and conditions of the Appropriate Body agreement online on the NQT Manager system.

On each NQT's registration form, school representatives should tick the box next to the option number which is their preference for the full year.

**IT IS VERY IMPORTANT that each form's Option choice is the same for the school for the academic year as described above.**

The Headteacher's/Principal's digital signature on the registrations constitutes agreement to the Option charges for the academic year.

**All prices subject to VAT where applicable.**

## Notes

- These charges are for the academic year 2018-2019. A review shall be undertaken in July 2019 to assess the appropriateness and success of the scheme.
- **Mentor network meetings are included in the charges for both available options.**
- **Mentor training events are charged separately for each event.**
- **Should a school convert to academy or free school status during the tenure of this agreement, it is assumed that they will continue to use CBMDC as the Appropriate Body unless CBMDC is otherwise informed, thus negating the need for a new agreement form in the current academic year.**

## Option choices – all prices subject to VAT where applicable

### Option 1

- £90 per NQT registered per induction period completed
- Covers all duties, contacts and visits in cases of problems
- Attendance at termly NQT mentor network meetings included – dates published on Bradford Schools Online
- QA of induction extra on request
- Schools choosing this option will be charged at the end of each **academic term** based on the number of NQTs who have completed an induction period in that term

### Option 2

- £550 for 1-6 NQTs registered; £660 7-12 registered; £770 13+ registered - charges for the whole academic year regardless of number of terms completed
- Covers all duties, contacts by telephone and emails
- Attendance at termly NQT mentor network meetings included – dates published on Bradford Schools Online
- One visit in cases of NQTs who are struggling to meet the standards
- Further visits incur extra charges at £100 per hour
- QA of induction extra on request
- Schools choosing this option will be invoiced at the beginning of the **academic year** based on the number of NQTs registered. Any variations which require further charges will be addressed at the end of the academic year

### **Invoices for Option 1 schools will be sent out as follows:**

- For NQTs completing a term of induction in Autumn 2018 – invoices in January/February 2019
- For NQTs completing a term of induction in Spring 2019 – invoices in April/May 2019
- For NQTs completing a term of induction in Summer 2019 – invoices in September 2019

### **Invoices for Option 2 schools will be sent out as follows:**

- Based on the number of NQTs registered at the beginning of the academic year – invoices in September/October 2018
- Additional NQTs through the year which alter the level of charges as above (i.e. more than 6 NQTs or more than 12 NQTs) – invoices in September 2019

**This agreement assumes that by choosing CBMDC to act as the AB,  
schools/academies/colleges agree to the charges for  
1 September 2018 - 31 August 2019.**

## **NQT Manager data sharing notice**

City of Bradford MDC (CBMDC) uses NQT Manager to register all NQTs and gather assessment forms for the same. This is an online system created and managed by Evolution.

In agreeing to use CBMDC as the Appropriate Body, schools agree to permit the sharing of data with Evolution and NQT Manager such as is necessary for the completion of registrations and assessments and not for any other purpose outside that of NQT Induction and the associated statutory requirements.

Schools also agree to the sharing of assessment forms, when NQTs move to new schools, with other schools/Appropriate Bodies as required, in line with statutory guidance.

**Full GDPR advice can be found on the Bradford Schools Online – NQT GDPR page**