

## Essential checklist for schools



		Yes	No
1	Our school has a copy of the annually updated Warwickshire Guidance for Induction coordinators and tutors and we are aware of our roles and responsibilities.		
2	I have seen evidence that every NQT has passed the relevant skills test, prior to appointment and can therefore start their induction.		
3	Every NQT is registered with the Teaching Agency. (This also applies to NQTs who qualify outside of England.)		
4	If the NQT has come from another school or local authority during their induction period, we have obtained copies of all previous assessments. We have/will send copies to the local authority		
5	Each NQT is receiving a reduced timetable (no more than 90% of the average contact time) which is protected and used to support CPD. <b>This is in addition to PPA time.</b>		
6	Every NQT has an induction tutor with the appropriate skills, time and experience to fully undertake their role, in supporting the NQT, not making judgements.		
7	The induction co-ordinator(s) has a copy of the Warwickshire Guidance and the standards, and is aware of their roles and responsibilities and will make the formal assessments.		
8	Every NQT has an individualised induction plan with agreed objectives, success criteria, support and monitoring actions. The plan must contain the dates of lesson observations, progress reviews and formal assessment meetings.		
9	Each NQT has been observed during the first half term, and they will receive regular formal half termly observations and feedback as part of their induction programme.		
10	The NQT induction coordinator has attended training in the last 2 years.		
11	Our school has an induction policy, which includes NQTs.		
12	We are clear about the deadlines for end of period assessments and these need to be sent to the local authority once the assessments have taken place.		
13	If the NQT is working part time, we have agreed how long their induction programme will be and when formal assessments will be carried out.		
14	We understand that if we have concerns about the progress of any NQT at any stage during their induction, we will contact the Local Authority as soon as possible.		