

An example of an induction programme for newly qualified teachers during their first term

*Note: This programme is in addition to the personalised action plan which should be written jointly by the induction co-ordinator and NQT. NQTs should also attend all relevant whole staff and departmental training.*

In advance of the first day in post, NQTs should receive information about the institution, their post and the arrangements for induction

Week 1	Focus: Teaching and Learning Tour of the school including visits to classrooms and teaching areas. Read school's Teaching and Learning policy and discuss with coordinator	Induction coordinator
Week 2	Focus: Overview of induction programme and development of personalised action plan for term 1 Dates/times for lesson observations and review meetings. Looking after yourself – sources of help in school including the named contact at the Appropriate Body	Induction coordinator
Week 3	Focus: Safeguarding, Health and Safety Read Health and Safety policy and relevant Safeguarding documentation and discuss with induction tutor or relevant staff member	Induction coordinator or relevant staff member
Week 4	Focus: Assessment Observation of teaching, against the core standards. The focus for the observation should be agreed in advance.	School assessment co-ordinator Induction coordinator
Week 5	Focus: Behaviour Management Read Behaviour Management policy; reflect on own practice; observe teacher with a focus on positive behaviour management strategies	Induction coordinator/tutor to arrange observation & support observation if necessary
Week 6	Focus: Inclusion, including support in understanding provision maps	Inclusion co-ordinator/ SENco/Gifted & Talented lead teacher
Week 7	Focus: Home/school links Prepare for Parents' Evening	Induction coordinator/tutor
Week 8	Focus: Review Meeting 1 Evaluate progress against objectives in the NQT's induction action plan	Induction coordinator/tutor
Week 9	Focus: Personalised Learning: strengthening planning and teaching to meet the needs of all pupils	Leading teacher/ AST/senior teacher/ outstanding teacher
Week 10	Focus: ICT and learning resources	ICT lead teacher
Week 11	Observation of teaching against the core standards. The focus for the observation should be agreed in advance and should relate to the objectives in the NQT's current action plan.	Head teacher/induction coordinator
Week 12	Focus: Develop understanding of the role of teaching assistants and staff from support services working in the school	Person responsible for co-ordinating the work of teaching assistants. Teacher from a support service
Week 13	Focus: Review Meeting 2 Evaluate progress against objectives in the NQT's induction action plan	Induction coordinator
Week 14	Revise induction action plan and finalise induction programme for following term	Induction coordinator