

# The East Midlands Education **Support** Service

Education  
Improvement Service

## Newly Qualified Teacher Induction Service for Schools and Academies

Nottinghamshire County Council is an Appropriate Body for the induction of NQTs. The Appropriate Body, along with the headteacher/principal is jointly responsible for the monitoring, support and assessment of the NQT during induction and has the main quality assurance role.

By appointing Nottinghamshire County Council as the Appropriate Body, you are agreeing to purchase one of the three packages of support we offer to schools and academies:

**The Silver Package - £180 per NQT per year (£60 per term)**

**The Gold Package - £660 per NQT per year (£220 per term)**

**The Platinum Package - £1050 per NQT per year (£350 per term)**

Please complete the NQT Induction Funding Agreement Form and identify the appropriate NQT package for your NQTs and email to: [louise.ward@nottscc.gov.uk](mailto:louise.ward@nottscc.gov.uk)

To discuss the packages available  
please contact the NQT Induction Team:

[bryony.hutchinson@nottscc.gov.uk](mailto:bryony.hutchinson@nottscc.gov.uk)  
01777 817995 or 07920 183240



### What our schools say

“Working with The Nottinghamshire NQT Induction Service over the years has added substantial value to our NQT induction programme. Whilst always offering **outstanding advice**, it is the Service’s level of care, and **attention to detail**, that means they are an instrumental element of our provision.”

#### Kathryn Noone ICT & ITT/NQT Coordinator at Toot Hill School

“The Nottinghamshire NQT Induction Service have consistently provided **prompt, professional advice and support at all times**. Their help and guidance has aided with the completion of many successful NQT teachers; ensuring they reach the teaching standards and subsequently go on to fulfil their full potential in a teaching career.”

#### Ruth Allery - Teaching and Learning Coach, The West Grantham Academy, St Hugh’s

“We found the support from The Nottinghamshire NQT Induction Service was **efficient, reliable and professional**. It really helped us to provide the best possible support for our newly qualified teachers and we appreciated the prompt advice when we needed it. The service is there to ensure that both the NQTs and the school work well together and any difficulties are resolved quickly.”

#### Bill Lewis - Headteacher, St Philip Neri with St Bede Catholic Voluntary Academy

“We highly recommend The Nottinghamshire NQT Induction Service. The advice, guidance and support for NQTs, Mentors, Coordinators and School Leaders that we have received over a number of years has been **consistently exemplary**. It continues to be a pleasure working alongside such a **dedicated, caring and professional team**.”

#### Luke Milner - Induction Coordinator, The Brunts Academy

**By working with Nottinghamshire County Council you are working with a Local Authority which has a strong guiding moral purpose.**

### The Silver Package

This package enables schools and academies to fulfil the statutory requirements for the successful completion of the induction period through:

- ~ NQT Registration and Assessments.
- ~ Access to The Essential Guide to NQT Induction Event (1 Full Day).
- ~ Ongoing support and advice from the Nottinghamshire County Council’s NQT Induction Team.
- ~ Access to NQT Manager, an online system which enables the monitoring of NQT progress.
- ~ Data submission to the National College for Teaching and Leadership.
- ~ Guidance provided in Nottinghamshire County Council’s induction handbook (The Nottinghamshire NQT Induction Tutor Handbook of Guidance and Support).
- ~ Support and guidance for NQTs provided in Nottinghamshire County Councils induction handbook (Welcome to Nottinghamshire: The Essential Guide to Induction for NQTs).

#### £180 per year per NQT (£60 per term)

A range of additional services are also available to schools and academies which opt for The Silver Package.

For additional information, please see our services available to purchase offer.



### The Gold Package

This service provides schools and academies with the full range of NQT training events, including:

- ~ **All** services of Silver package.
- ~ Access to Tutor/Mentor induction training for one tutor (additional tutors £150 each).
- ~ Access to **THREE** of Nottinghamshire County Councils NQT training events and conferences (normally £150 each), including:

Effective Behaviour Management, Introduction for NQTs to Safeguarding Children, Enhancing Learning for All Conference, Effective Practice in EYFS, English Network Programme, The Essential Guide to NQT induction, Mathematics Network Programme, Teaching Computer Science, Systematic Synthetic Phonics, Creativity in the Curriculum, Teaching and Learning Conference, Conquering Challenging Behaviour for Effective Learning, Developing the Emotional Intelligent Pupil through Circle Time, Promoting Positive Behaviour in the Primary Classroom, Primary Conference: Influential Teaching.

#### £660 per NQT per year (£220 per term)

(termly rate will include one course per term)

### The Platinum Package

This service provides schools and academies with additional support should an NQT be judged as not making satisfactory progress towards meeting the Teachers’ Standards during or at the end of an assessment period. In this case this package will provide bespoke support through providing a Quality Assurance visit<sup>2</sup>, which will include:

- ~ Interviews and discussions with the Induction Tutor/Mentor, Induction Coordinator, the NQT and Headteacher (where appropriate).
- ~ A joint lesson observation with the Tutor/Mentor and a scrutiny of the school’s induction programme and processes.
- ~ A report will be made available detailing the actions needed.
- ~ Brokering further support for the NQT.

- ~ An officer from the CYPs HR Group will also be involved in providing advice and support to the school/academy and NQT as appropriate.
- ~ Includes all benefits of GOLD package.

#### £1050 per NQT per year (£350 per term)

<sup>2</sup>The service will be worth 2 days of support. Any additional day/s will incur a charge of £300.

### Services available to purchase

Schools and academies which opt for ‘**The Silver Package**’ are able to purchase the following services:

#### Induction Tutor/Mentor Training

Access training for new and existing tutors in the responsibilities of the role and how to support NQTs through the induction period.

- ~ £150 + £75 for each additional tutor: 1 day course for Induction Tutors/Mentors
- ~ £75: half day refresher for existing Induction Tutors/Mentors

#### NQT Professional Learning Programme<sup>3</sup>

Choose from more than 15 courses designed for NQTs (See Gold Package or our Website).

- ~ £150 for 1 day courses
- ~ £75 for half day courses

#### Support Services for NQTs experiencing difficulties:

In this case this package will provide 2 days of bespoke support through providing a Quality Assurance visit.

- ~ £450

<sup>3</sup> Cancellations must be made in writing to

**louise.ward@nottsc.gov.uk**

(Charges for non-attendance apply)

To book onto any of these events, please visit **www.nottinghamshire.gov.uk/cpdcourses**

## NQT Registration - Terms and Conditions

### The School will:

- ~ Check the suitability of the post for NQT Induction with either Employer Access or Appropriate Body prior to the appointment of an NQT.
- ~ Register your NQT via NQT Manager within 4 weeks of the NQT beginning induction.
- ~ To ensure that copies of assessment forms for any NQTs who have previously completed part of their induction in another school are passed to the Appropriate Body.
- ~ Ensure confirmation of NQT registration is received from the Appropriate Body.

### The Appropriate Body will:

- ~ Confirm receipt of registration form to acknowledge that the NQT is registered, (it is the responsibility of the school to contact the Appropriate Body if they have not received this confirmation).
- ~ Provide all services required of the Appropriate Body according to statutory guidance issued by DfE.

### Please note:

Induction cannot begin until an NQT has completed the relevant skills tests, has registered with the National College for Teaching and Leadership (NCTL), has a Teacher Reference Number (TRN) and has been registered with an Appropriate Body.

Induction cannot be backdated.

If an NQT is registered after 4 weeks of starting, the school/academy may be charged to cover additional administration costs.

### After Registration

The school/academy agrees to provide the NQT with:

- ~ A reduced timetable (in addition to statutory 10% planning, preparation and assessment time).
- ~ Adequate support - the statutory induction guidance, for example, states that all NQTs should have a designated Induction Tutor.
- ~ A personalised programme of professional development activities, including regular observations and feedback.
- ~ Regular reviews of progress towards meeting the Teachers' Standards.

Ensure assessment forms are with the Appropriate Body by the deadlines set for each assessment period.

Inform the Appropriate Body of any changes to each individual NQTs induction.

### Additional Charges

If a school submits assessments late on more than two occasions throughout the year, without prior agreement from the NQT Induction Team, or an assessment becomes more than one term overdue, the school/academy may be charged to cover additional administration costs.

