

NQT Induction Schedule 2017/18

| Timeframe | Action | Responsibility |
|------------------------|---|---|
| September | NQT Registration forms (including confirmation of attendance at induction and welcome event for NQT and Induction Tutors) returned to HCTS by 8.9.17 | Headteachers |
| | Attend Induction Event 13.9.17 | NQT and Induction Tutors / Mentors |
| | For NQTs in first term - Undertake initial lesson observation and hold First Review Meeting to set priorities (to be recorded on NQT Action Plan) | NQT and Induction Tutors / Mentors |
| Throughout Autumn term | Undertake 2 lesson observations – record on NQT Progress Record | NQT and Induction Tutors / Mentors |
| | Hold 2 professional progress reviews – record outcomes on NQT Progress Record and formulate next Action Plan | NQT and Induction Tutors / Mentors |
| December | Complete appropriate assessment form (dependent on number of terms completed – first and second assessment form or final assessment form) and return by Wednesday 6.12.17 | Induction Tutors / Mentors (signed by Head Teachers) |
| | | |
| January | NQT Registration forms (including confirmation of attendance at induction and welcome event for NQT and Induction Tutors) returned to HCTS by 5.01.18 | Headteachers |
| | New NQTs and mentors attend Induction Session Tuesday 9.01.18 at HCTS 3:30-5pm | NQT and Induction Tutors / Mentors |
| | Mentors' Drop-in session Thursday 11.01.18 at HCTS 3:30-5pm | NQT and Induction Tutors / Mentors |
| | For NQTs in first term - Undertake initial lesson observation and hold First Review Meeting to set priorities (to be recorded on NQT Action Plan) | NQT and Induction Tutors / Mentors |
| Throughout Spring term | Undertake 2 lesson observations – record on NQT Progress Record | NQT and Induction Tutors / Mentors |
| | Hold 2 professional progress reviews – record outcomes on NQT Progress Record and formulate next Action Plan | NQT and Induction Tutors / Mentors |
| March | Complete appropriate assessment form (dependent on number of terms completed – first and second assessment form or final assessment form) and return by Wednesday 07.03.18 | Induction Tutors / Mentors (signed by Head Teachers) |
| | | |
| April | NQT Registration forms (including confirmation of attendance at induction and welcome event for NQT and Induction Tutors) returned to HCTS by 10.4.18 | Headteachers |
| | New NQTs and mentors attend Induction session Thursday 19.04.18 at HCTS 3:30-5pm | NQT and Induction Tutors / Mentors |
| | Mentors' Drop-in session Tuesday 24.04.18 at HCTS 3:30-5pm | NQT and Induction Tutors / Mentors |

NQT Induction Schedule 2017/18

| | | |
|-------------------------------|---|------------------------------------|
| | For NQTs in first term - Undertake initial lesson observation and hold First Review Meeting to set priorities (to be recorded on NQT Action Plan) | NQT and Induction Tutors / Mentors |
| Throughout Summer term | Undertake 2 lesson observations – record on NQT Progress Record | NQT and Induction Tutors / Mentors |
| June | Complete appropriate assessment form (dependent on number of terms completed – first and second assessment form or final assessment form) and return by Complete and return assessment form by Friday 6.07.18 | NQT and Induction Tutors / Mentors |

- ❖ Where an NQT joins the school part way through the year, please complete a registration form and we will contact you regarding timeframes and induction arrangements.
- ❖ Where an NQT works part time the timescales will extend as needed. For example first assessments would be submitted after completing 2 terms of part time employment – any queries HCTS on nqt@hullteachingschool.org