

## NQT Induction Schedule 2018/19

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 3.09.18	Headteachers
	Attend Induction Event at Thoresby Primary School <b>12.9.18 for Primary Schools. Induction sessions for Secondary schools will take place w/c 24<sup>th</sup> September (dates will be agreed with individual schools)</b>	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 <b>Wednesday 5.12.18</b> <i>*If an NQT leaves during the term, please submit an interim assessment form*</i>	Induction Tutors / Mentors (signed by Head Teachers)
January	<b>NQT Registration forms</b> (including confirmation of attendance at induction and welcome event for NQT and Induction Tutors) returned to HCTS <b>by 3.01.18</b>	Headteachers
	New NQTs and mentors attend Induction Session <b>Tuesday 8.01.19 at HCTS 3:15- 4:30pm</b>	NQT and Induction Tutors / Mentors
	Mentors' Drop-in session <b>Thursday 10.01.19 at HCTS 3:15- 4:30pm</b>	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 Complete and return assessment form by <b>Wednesday 13.03.19</b> <i>*If an NQT leaves during the term, please submit an interim assessment form</i>	Induction Tutors / Mentors (signed by Head Teachers)
April	<b>NQT Registration forms</b> (including confirmation of attendance at induction and welcome event for NQT and Induction Tutors) returned to HCTS <b>by 23.4.19</b>	Headteachers
	New NQTs and mentors attend Induction session <b>Tuesday 30.04.19 at HCTS 3:15-4:30pm</b>	NQT and Induction Tutors / Mentors

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	Mentors' Drop-in session <b>Thursday 02.05.19</b> at HCTS 3:15- 4:30pm	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
<b>Throughout Summer term</b>	Undertake 2 lesson observations – record on NQT Progress Record	NQT and Induction Tutors / Mentors
<b>June</b>	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 <b>Friday 5.07.19</b> <b><i>*If an NQT leaves during the term, please submit an interim assessment form</i></b>	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](mailto:nqt@hullteachingschool.org)