

Training Programme for NQT Induction Tutors 2016-2017



Welcome to the Training Programme for NQT Induction Tutors. The programme has been designed to offer a variety of courses that will assist you with supporting your NQT.

New Induction Tutor Training

This course is planned to enable new induction tutors to be ready to undertake the important statutory duties and give their NQT the very best start to their career in September 2016.

The course will include:

- The purpose of induction including roles and responsibilities
- Support for induction by the Appropriate Body
- Personalising the induction programme
- Support and monitoring
- Classroom observation
- Progress and formal assessments
- Action in the case of unsatisfactory progress

Session: Wednesday 14 September 2016, 1:30pm to 4:30pm

Refresher Induction Tutor Training

This session is planned to provide an update and refresher course for experienced induction tutors who have not recently supported NQT Induction. The course will focus on the revised procedures for supporting and documenting the statutory induction processes. New procedures include recording weekly mentoring meetings and effectively targeting the use of the 10% release time. There will also be a reminder of the key induction requirements and the implications of not meeting the statutory requirements

Session: Friday 16 September 2016, 1:30pm to 3:30pm

Induction Tutor Briefing and Network

The purpose of the session is to ensure that:

- Induction tutors are well supported and have regular updates related to the Statutory Induction of Newly Qualified Teachers
- The opportunity to network and share effective practice with other induction tutors. Each session will include a brief update from the Appropriate Body regarding National College for Teaching & Leadership and local initiatives related to induction
- The main focus of each session will be determined from the needs identified by induction tutors at previous sessions

Session: Tuesday 20 September 2016, Tuesday 17 January 2017, Thursday 8 June 2017, 1:30pm to 4:30pm

Joint Action Planning Workshop

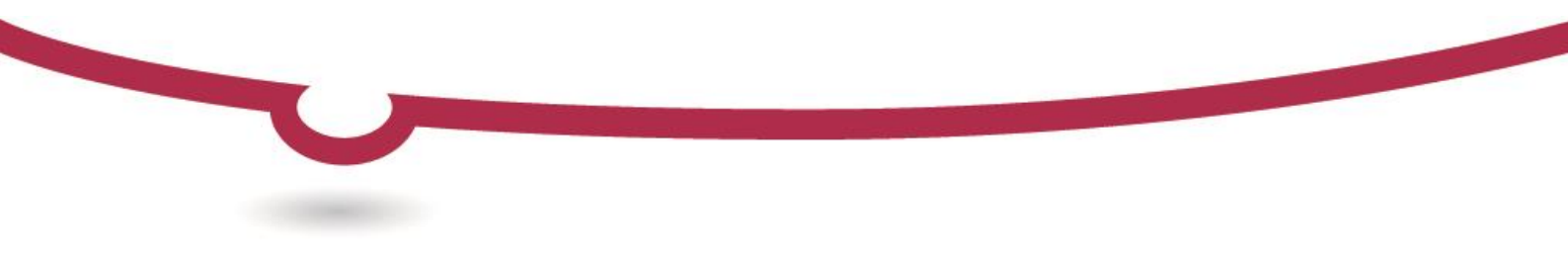
It is a statutory requirement to have an individual action plan as part of Transition Point 2 of the Career Entry and Development Profile. This workshop provides the opportunity for NQTs and their induction tutor to meet together outside the school/academy environment to plan for the individual NQTs development and begin to write the NQT personalised action plan. During the course of the session the NQT and their Induction Tutor will clarify the targets needed to meet the Teachers' Standards. They will then agree the action needed to support the achievement of these targets.

Session: Friday 14 October 2016, 1:30pm to 4:30pm

Preparing for First Term Assessment

This workshop session has been organised to provide an opportunity for new induction tutors to begin the process of preparing for the first statutory assessment. The first report is particularly significant, as this base line assessment is used to plan the next stage of the NQTs personalised action plan. During the workshop induction tutors will systematically consider the Teacher' Standards and identify the NQT progress to date in preparation for writing the report.

Session: Friday 4 November 2016, 1:00pm to 4:00pm



Supporting NQTs Causing Concern

This workshop is aimed at induction tutors particularly new induction tutors who are supporting NQTs causing concern in relation to meeting the Teacher's Standards.

The focus of the session will include:

- Reflecting on case studies to identify good practice
- Considering the time line of action needed to ensure statutory requirements are met.
- Reviewing and revising the NQT action plan to meet the development needs of the NQT.
- Consideration of the balance between support and monitoring NQT progress.
- Further action if the NQT continues to cause concern after additional support has been given.

Session: Friday 20 January 2017, 1:30pm to 4:30pm

New Induction Tutor Training

This course is planned to enable new induction tutors to be ready to undertake the important statutory duties and give their NQT the very best start to their career.

The course will include:

- The purpose of induction including roles and responsibilities
- Support for induction by the Appropriate Body
- Personalising the induction programme
- Support and monitoring
- Classroom observation
- Progress and formal assessments
- Action in the case of unsatisfactory progress

Session: Thursday 6 July 2017, 1:30pm to 4:30pm

For further information or any queries please contact the Schools Workforce Development Team on telephone 0121 296 3000 ext. 8247 or email nqt@sipseducation.co.uk



How to book a course

To book your place on a course, please provide the following information via email to:

nqt@sipseducation.co.uk

- NQT Induction Tutor Name
- School
- Course Title
- Course Date
- Purchase Order – This can be obtained from your Business Manager. If the course is part of the Primary Package and your school has purchased the package then no order number is required.

Please note that until a purchase order has been received your booking will not be guaranteed.

Upon receipt of a purchase order, the NQT Team will formally acknowledge your booking and send an invoice to your school.

Useful Information

All courses will be held at:

Guardian House
4th Floor
Cronehills Linkway
West Bromwich
B70 8SW

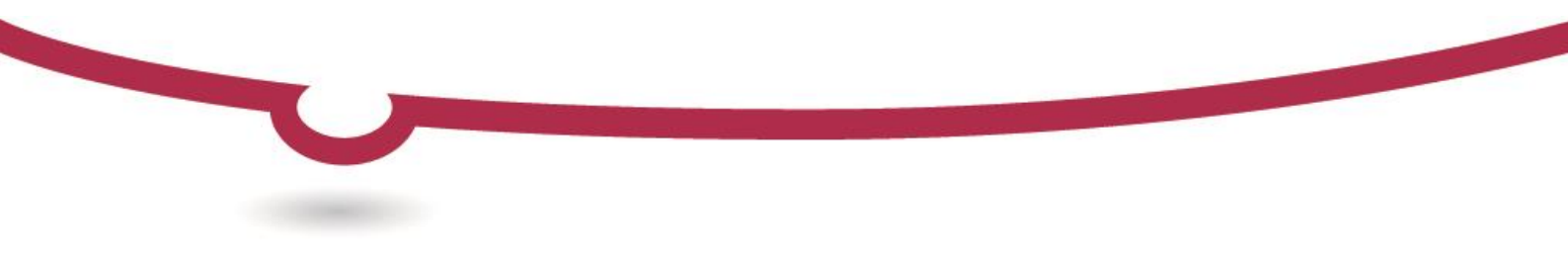
Parking

Unfortunately there is no on-site parking available (**please do not park under the building**). Please see the links below for further details of location, parking and charges.

[Guardian House Map](#)
[Local Car Parks and Charges](#)

Refreshments

Tea and coffee will be available at all courses; lunch will be serviced at full day courses and conferences



Training Programme for NQT Induction Tutors 2016 – 17

Course	Date	Time	Full Cost	Assoc. Cost
New Induction Tutor Training	14/09/2016	1:30pm – 4:30pm	£75	£77
Refresher Induction Tutor Training	16/09/2016	1:30pm – 3:30pm	£60	£62
Induction Tutor Briefing and Network*	20/09/2016	1:30pm – 4:30pm	£50	£52
Joint Action Planning Workshop*	14/10/2016	1:30pm – 4:30pm	£75	£77
Preparing for First Term Assessment	04/11/2016	1:00pm – 4:00pm	£75	£77
Induction Tutor Briefing and Network*	17/01/2017	1:30pm – 4:30pm	£50	£52
Supporting NQTs Causing Concern	20/01/2017	1:30pm – 4:30pm	£75	£77
Induction Tutor Briefing and Network*	08/06/2017	1:30pm – 4:30pm	£50	£52
New Induction Tutor Training	06/07/2017	1:30pm – 4:30pm	£75	£77

* Included in NQT Primary Package

