



**CARLOW VOCATIONAL SCHOOL**  
**CARLOW INSTITUTE OF FURTHER EDUCATION**  
KILKENNY ROAD  
CARLOW



## **Teacher Induction and Newly Qualified Teacher (NQT) Policy**

### **Scope**

This policy applies to both new staff (full time or part time) to Carlow Vocational School (CVS) and Carlow Institute of Further Education (CIFE), that might have transferred or undertaken a substantive secondment, and staff who are newly qualified teachers (NQTs).

### **Relationship to the School's / Institute's Mission/Vision/Aims**

This policy conveys to new teachers / NQTs of CVS / CIFE the aims we strive to achieve, how we work, what we offer our staff and the standards and values we ask our teachers to subscribe to.

### **Rationale**

The purpose of this policy is to outline the procedures that are in place to fully integrate new staff into CVS / CIFE in a timely and appropriate manner, and provide NQTs with an induction programme that satisfies the requirements of the Teaching Council.

### **Goals**

- Provide essential background information to assist new teachers / NQTs with their work in CVS / CIFE.
- Ensure the new teacher / NQT is aware of policies and procedures, where to access them and their responsibilities in relation to these policies and procedures.
- Assist the NQT in gaining recognition with the Teaching Council by providing the appropriate experience.
- Assist the new teacher / NQT in becoming effective in their position in CVS / CIFE as soon as possible.

## Policy Content

### Introduction

Induction can be defined as a vital stage in the teacher's professional journey between initial teacher education and fully independent practice as a qualified teacher. During the induction phase the new teacher / NQT will practise in a supportive environment with access to a mentor, complete a programme of induction workshops and remain conditionally registered with the Teaching Council.

One of the conditions for registration as a post primary teacher with the Teaching Council, under the Teaching Council Act, 2001, is that an applicant for registration must have had at least one year of satisfactory experience as a teacher of approved curricular subjects in a recognised second level school.

CVS / CIFE recognises its responsibility for setting up an individualised induction programme that adheres to guidelines from National Induction Programme for Teachers (NIPT). The induction programme is organised and supervised by the Induction Supervisor, a Deputy Principal, who has responsibility for co-ordinating the Induction Programme and Further Education Co-ordinator who assists in induction of CIFE appointed teaching staff

### Induction Programme

The Induction Programme provides access to the Induction Supervisor, who is able to offer professional support, mentor your progress and provide feedback. The Induction Supervisor will be the first point of contact where there are concerns or problems.

The Induction Programme for new teacher's / NQT's consists of five elements:

- Support from an experienced teacher;
- Mentoring from Induction Supervisor
- Professional review of your progress;
- Programme of courses / seminars at local Education Centre;
- Professional development.

#### a) Support from an experienced teacher

An experienced teacher, usually with the same subject(s) specialism will be asked to support the new teacher / NQT with their experience and expertise. The experienced teacher is able to offer advice on a wide range of topics such as classroom resources, different teaching styles, classroom management, student relationships and school routines to mention but a few.

#### b) Mentoring from Induction Supervisor

The Induction Supervisor will mentor the new teacher / NQT for one year, and this may be extended if deemed necessary. The Induction Supervisor is able to provide additional

support and experience and will also help in organising a tailored programme of induction to specifically meet the new teacher / NQT's individual needs.

c) Professional review of progress,

The professional review of the new teacher's / NQT's progress will take place during the course of the induction year by the Induction Supervisor and the Principal. At least one each term is likely to be needed in order to ensure that the new teacher / NQT is effectively supported. There will be a written record of this meeting. This will ensure that targets are regularly reviewed and revised in relation to induction requirements.

It is generally agreed that review discussions need to be informed by reflections of the new teacher's / NQT's work

d) Programme of courses / seminars at local Education Centre

An Induction Programme of courses for NQTs has been developed by the National Induction Programme for Teachers (NIPT).

The programme aims to provide targeted support for NQTs matched to their emerging needs as they adjust to the realities of school life and the daily demands of life in the classroom. It is an integrated, collaborative programme led by expert mentor trainers.

This programme consists of twelve two-hour workshop sessions and will be delivered outside of school hours from October to May in local Education Centres. NQTs need to complete not less than ten of these two-hour workshops. The workshops are interactive and based on practical learning experiences. Opportunities are afforded to NQTs to build on the learning experiences at Initial Teacher Education (ITE) level and to engage in professional dialogue with other NQTs.

On completion of the required number of workshops NIPT will confirm to the Teaching Council that the teacher has satisfactorily engaged in the Workshop Programme.

e) Professional development

Professional development should be based on the new teacher's / NQT's strengths and areas for professional development that have been identified, as well as any new or revised targets that are agreed at intervals during the year.

When compiling a programme of support, the Induction Supervisor may well include in the Induction Programme opportunities to:

1. Receive information about the school and the specific post, in advance of the first day in post.
2. Participate in the school's general induction arrangements for new staff; have access to any additional training provided for staff at the school, particularly in relation to developments such as the national literacy and numeracy strategies, and contribute, with other teachers, to specific school improvement activities within the school; spend time with the CIFE Co-ordinator and the school's JSCP Co-ordinator, SCP Co-ordinator and / or learning support teachers in order to address specific and general

issues; receive, where appropriate, training or advice from professionals from outside the school, attend external training events which are relevant to identified needs and, where appropriate, join any networks for new teachers / NQTs established by groups of schools or other services.

At the end of the Induction Programme the school will confirm to the Teaching Council that the NQT has:

- Completed a required minimum period of professional practice (not less than 300 hours post qualification teaching experience in a recognised school including not less than 200 hours teaching of a curricular subject to a designated class on the school's timetable);
- Engaged professionally with the school based induction activities as established by the Teaching Council;
- Demonstrated a satisfactory commitment to quality of teaching and learning;
- Demonstrated an ability to practise independently as a qualified, fully registered teacher.

## **Roles and Responsibilities**

### **The Principal**

The Principal will sign-off as to whether the NQT has met the requirements for satisfactory completion of the induction year. The Principal is also responsible for ensuring that new teachers / NQTs are provided with an appropriate Induction Programme.

The Principal will liaise with other schools when the induction year is completed in more than one school.

The Principal will ensure that all the key people in the induction process are prepared for their role, especially the Induction Supervisor.

### **The Induction Supervisor**

Although the Principal has overall responsibility for NQT induction, CVS / CIFE has designated a Deputy Principal / Further Education Co-ordinator as the 'Induction Supervisor' with responsibility for co-ordinating the day-to-day mentoring, support and assessment of the new teacher / NQT.

An Assistant Principal assists the Deputy Principal with induction of new staff in CIFE.

The Induction Supervisor is aware of the requirements of the induction period and provides the support that is necessary in relation to the induction requirements.

Specific responsibilities include:

1. Organising and implementing, in consultation with the new teacher / NQT, a specific, individualised programme of mentoring, support and assessment;
2. Ensuring that the new teacher / NQT is fully informed about this programme;
3. Ensuring that records are kept of mentoring, support and formal assessment activities undertaken and their outcomes;
4. Where applicable, in consultation with the Principal, making arrangements for additional support and experience, from outside CVS / CIFE if necessary, where the new teacher / NQT are not provided with sufficient breadth of experience.

### Experienced Teachers

Apart from the Induction Supervisor the new teacher / NQT will also be assigned to an experienced teacher in CVS / CIFE. This teacher will be carefully chosen because of their experience and expertise in CVS / CIFE, and they are available to the new teacher / NQT as a source of advice and assistance.

Equally, the new teacher / NQT will be working closely with other teachers in the school, some of whom might have a pastoral responsibility within CVS / CIFE.

### The new teacher / NQT

It is in the new teacher's / NQT's interests to be familiar with the requirements for the successful completion of their induction. The new teacher / NQT should negotiate the issues and concerns that they wish to focus on with the Induction Supervisor and other key members of staff. As the year unfolds the new teacher / NQT should take increasing responsibility for their own professional development.

The new teacher / NQT will become involved in arrange of activities as part of their Induction Programme, which will be planned and decided in discussion with the new teacher / NQT according to their individual needs. Some of these activities might include:

- Meeting between Induction Supervisor and new teacher / NQT
- Meeting between experienced teacher(s) and new teacher / NQT
- Co-planning time
- Reflective record / journal / folder
- NQT meeting with specialist groups such as Special Education, Home School Liaison, Language Support Teacher etc.
- Demonstration lesson by experienced teacher / mentor / other
- Observation of new teacher / NQT by Induction Supervisor and feedback
- Co-teaching / team teaching

## Success Criteria

The success of the Induction Policy will be measured on the following criteria.

- New teachers / NQTs feel welcomed and supported in CVS / CIFE.
- NQTs are able to complete the requirements of induction and probation of the Teaching Council and become fully qualified teachers.
- CVS / CIFE receives positive feedback from new teachers / NQTs on completion of their induction programme.

## Review and Evaluation

The Induction Supervisor will evaluate the effectiveness of the induction programme and keep the Principal informed if the programme could be improved in any way, or better resources can be provided.

The new teacher / NQT will be encouraged to complete an Induction Evaluation Form to review the induction experience and provide feedback.

## Timeframe

This policy was reviewed in October 2013.

Modifications were made and ratified by Board of Management November 2013.

Published and circulated November 2013.

The above Policy was ratified by the Board of Management of Carlow Vocational School / Carlow Institute of Education at a meeting

In: \_\_\_\_\_ (venue)      On: \_\_\_\_\_ (date)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairperson, Board of Management)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Secretary, Board of Management)