

Suffolk Appropriate Body NQT Induction Service 2019-2020

Service Level Agreement (SLA) between schools and Suffolk Appropriate Body (AB).

This is an agreement between Suffolk AB, acting on behalf of Suffolk County Council, and schools that wish to use the service to register appropriately qualified NQTs for statutory induction.

Background

Requirement to complete an induction period

Subject to certain exemptions (see Annex B of Induction for NQTs (England):

Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies: Revised April 2018) statutory induction is a legal requirement to teach in the maintained sector and non-maintained special schools. All teachers who have obtained Qualified Teacher Status (QTS) after 7 May 1999, by whatever route, must complete an induction period if they are to work in a maintained school or non-maintained special school. It is the statutory responsibility of the headteacher/principal to register a newly qualified teacher (NQT) for induction prior to induction starting; registration cannot be backdated.

Eligibility to start induction with Suffolk AB

Induction cannot begin until:

- QTS has been awarded
- the NQT is registered by the employing school for induction with Suffolk AB via NQT Manager, and their eligibility verified by the Teaching Regulation Agency
- the school has agreed with Suffolk AB Terms and Conditions (Service Level Agreement), when NQT is registered
- the AB has agreed to act as the AB by authorising the NQTs registration
- a trained induction tutor has been appointed in line with Paragraphs 2.17, 2.35 & 5.3 of Induction for NQTs (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (Revised April 2018). It is recommended that induction tutors are trained at least every two years.

The service provided

Suffolk AB will fulfil statutory functions assigned to it in the statutory guidance, this includes quality assurance. AB statutory functions are identified in Section 5 paragraphs 5.7 - 5.9 of Induction for NQTs (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies: Revised April 2018.

The service described below constitutes the SLA for schools and settings for the academic year 2019 – 2020. The cost of this has been maintained, for the third year, at £140 per NQT per term, or part thereof. A 10% discount will apply to schools that register 5 or more NQTs in any term.

Services included in the charge

In discharging the role Suffolk AB will:

- act as the Appropriate Body

- register each NQT with the Teaching Regulation Agency
- provide NQT Manager as a resource for registered schools
- track, monitor and confirm status throughout induction, including regular statutory assessment reports, NQT Actions Board meetings and keeping the Teaching Regulation Agency informed as required
- process relevant paperwork informing the NQT, the school and the Teaching Regulation Agency of the outcome at the end of the induction period
- provide induction tutor training each term; no additional cost to registered schools
- provide a Welcome session for NQTs each term; no additional cost for registered NQTs
- provide the Suffolk Induction Handbook for NQTs and Induction Tutors; this will be in the resources folder and is available once registration has been authorised
- respond to requests from schools for information, advice and guidance
- respond to NQTs for information, advice and guidance
- maintain documents on the Suffolk Learning website to enable schools and settings keep up to date on induction arrangements
- provide supplementary support materials on the Suffolk Learning website, and NQT Manager as appropriate
- undertake a quality assurance visit for each school using the AB for the first time to validate appropriate practice
- undertake quality assurance visits to schools to learn from good practice and to ensure compliance with statutory guidance
- assess requests to reduce the length of the induction period, where appropriate, including AB Quality Assurance and validation of progress against The Teachers' Standards
- process Golden Hello payments to eligible NQTs employed in Suffolk LA maintained schools

When an NQT is experiencing difficulties:

- provide Quality Assurance visits and professional dialogue as appropriate
- support action planning and target setting with school NQT coordinator, induction tutor and headteacher/principal as appropriate
- attend case conference meetings with school or setting/Professional Associations and HR when relevant
- validate, when appropriate, the school's judgement of progress towards meeting the Teachers' Standards through the NQT Actions Board

When an NQT is at risk of not meeting Teachers' Standards:

- arrange for an 'At Risk' visit and professional dialogue
- ensure specific concerns are identified and appropriate support established
- support action planning and target setting with school NQT coordinator or induction tutor, and headteacher/principal as appropriate
- attend case conference meetings with school or setting/Professional Associations and HR as relevant
- validate, when appropriate, the school's judgement of progress towards meeting the Teachers' Standards through the NQT Actions Board

When an NQT is undertaking an extended period of induction:

- provide additional support, monitoring and validation of progress
- attend case conference meetings with school or setting/Professional Associations, HR as relevant
- support the school with preparation for any Teaching Regulations Agency induction appeal/dismissal proceedings

Please inform the AB if any of the following apply:

- there are changes to the NQT's contract (this can be done via the contract details on the NQT's overview page on NQT Manager), and will impact assessment report due dates
- there is significant absence approaching 29 days
- the NQT takes maternity leave during their statutory induction period

Services not included in the service charge

CPD events for NQTs beyond the Welcome Session.

CPD events for induction tutors beyond induction tutor training.

Termination of agreement:

For each NQT registered this agreement terminates:

- if the NQT resigns from the post, or is released from their contract before the end of the induction period; please note a charge will apply for the whole term regardless of the leaving date
- when the NQT comes to the end of their contract with the employing and registering school
- when the AB has determined that the NQT has satisfactorily completed the induction period and has reported this to the Teaching Regulation Agency
- in the event of failure or extension of the induction period, when any appeal process with the Teaching Regulations Agency has been concluded.

Complaints

Formal complaints will be considered by the Assistant Director for Education and Learning. They should be addressed to:

Assistant Director for Education and Learning

Children and Young People's Services

Endeavour House

8 Russell Road

Ipswich

Suffolk

IP1 2BX

Contacts:

The Suffolk Appropriate Body NQT Induction Service can be contacted via the methods below:

Celia Moore

Suffolk NQT Appropriate Body Officer

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Tel: 01473 263951

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Emma Hepburn
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