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## The Appropriate Body

Our service is built around the three main responsibilities of administration, quality assurance, support and monitoring. Our aim is to support NQTs in developing skills to be effective practitioners whilst also monitoring their progress against the Teachers' Standard.

As the Appropriate Body we have a statutory requirement to ensure that the induction period is robust, adaptable and targets set are achievable.

An NQT cannot start their induction period until they have completed the relevant skill test, and have a Teacher Reference Number (TRN) as outlined in the statutory guidance by the DfE.

Some of the tasks also undertaken include:

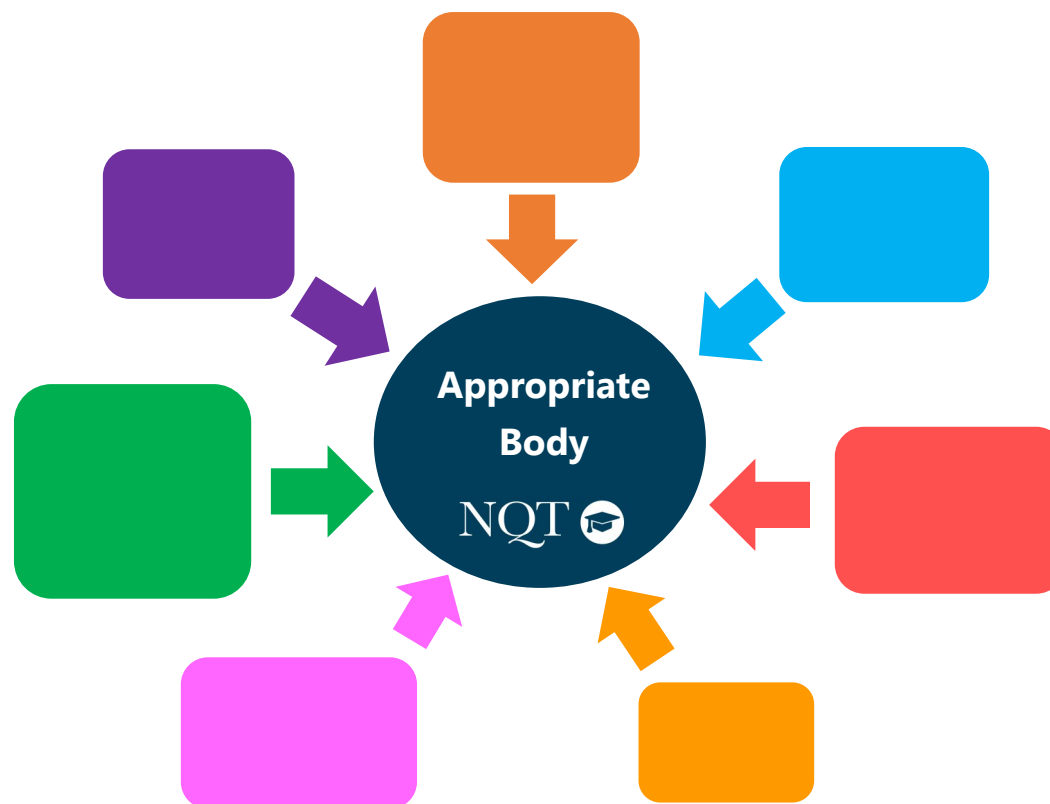
- Registering the NQT with ourselves and the Teaching Regulation Agency (TRA)
- Maintaining records and assessment reports
- Making the final decision as to whether or not the NQT's performance against the Teaching Standards is satisfactory, drawing on the recommendations from the Head Teacher/ Principal
- Notify the Teaching Agency of the decision
- Provide a named contact and advice in line for support and guidance
- Undertake the verification of NQT induction assessments
- Carry out a school visit to monitor that appropriate monitoring and support is in place in line with statutory requirements
- Provide phone/email support for Head teachers / Principals, Induction Tutors and NQTs.

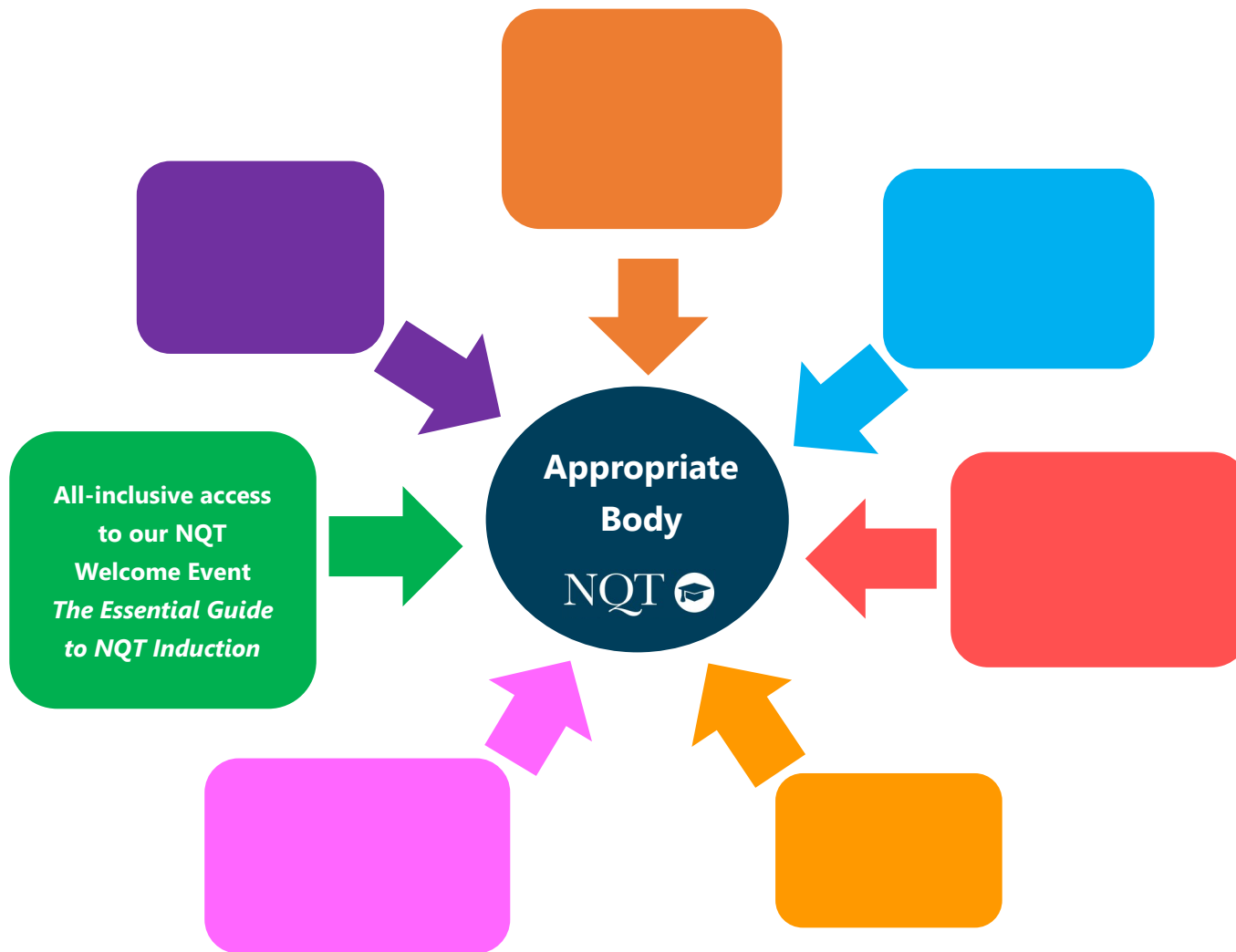
For more information please contact:

[mavis.bartley@nottinghamcity.gov.uk](mailto:mavis.bartley@nottinghamcity.gov.uk)

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### The Essential Guide to Induction

This is a free event hosted by the Appropriate Body that gives NQTs the opportunity to meet the team as well as other NQTs who will be following the same paths, as well as sharing of knowledge and ideas about the induction programme. The day is open to all and is highly recommended it will give your NQTs a deeper understanding of what is expected of them and the support and advice that is available to them if they should require it and much more.



**Support services for NQTs experiencing difficulties** – This service provides schools and academies with additional days of quality assurance support when an NQT is not meeting the required standards, or where a concern is raised.

An initial telephone consultation regarding the NQT's progress;

A half day review meeting with the school/academy and the NQT and a possible lesson observation;

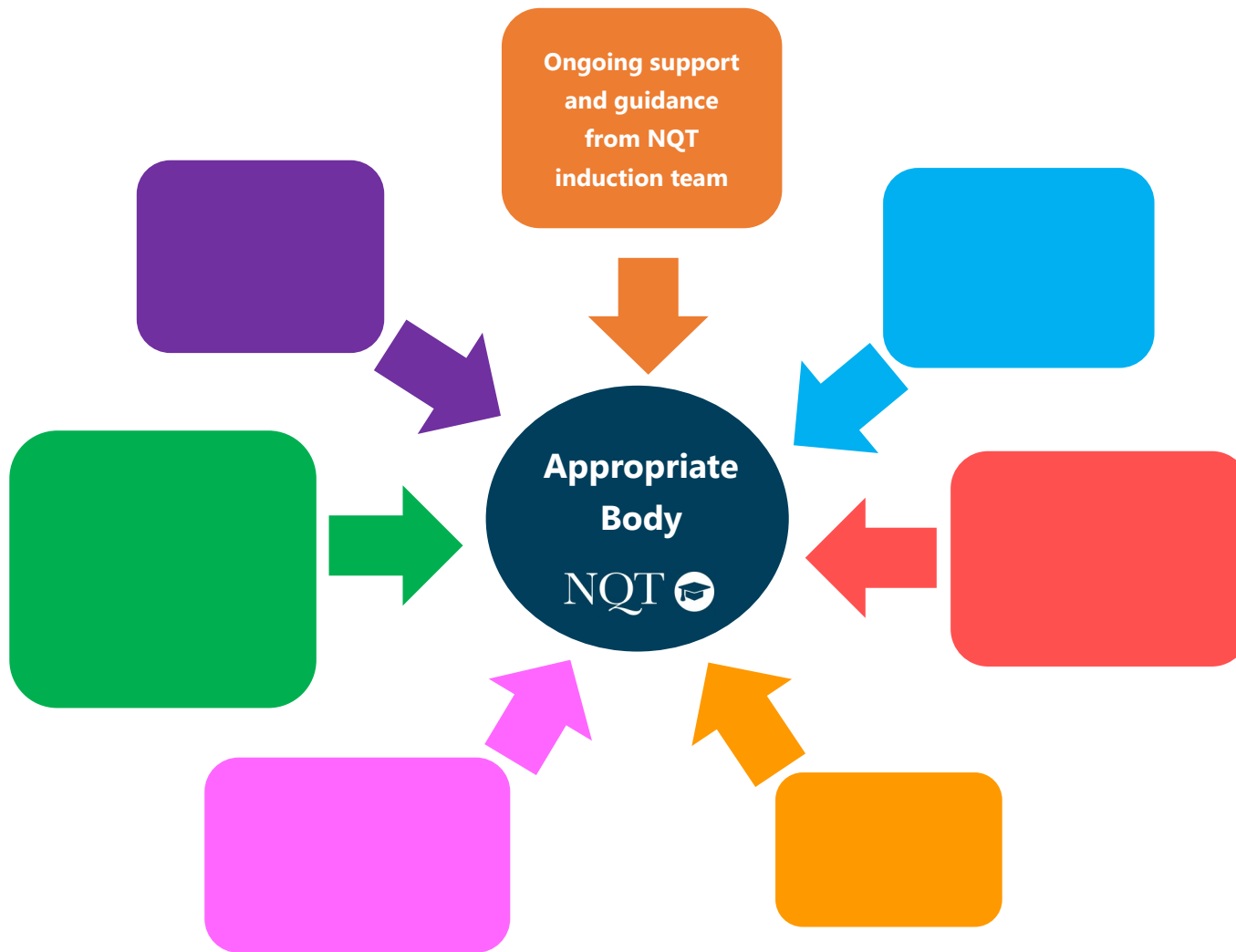
Discussions and possible support for writing a support plan;

Communications after the meeting about progress against the plan;

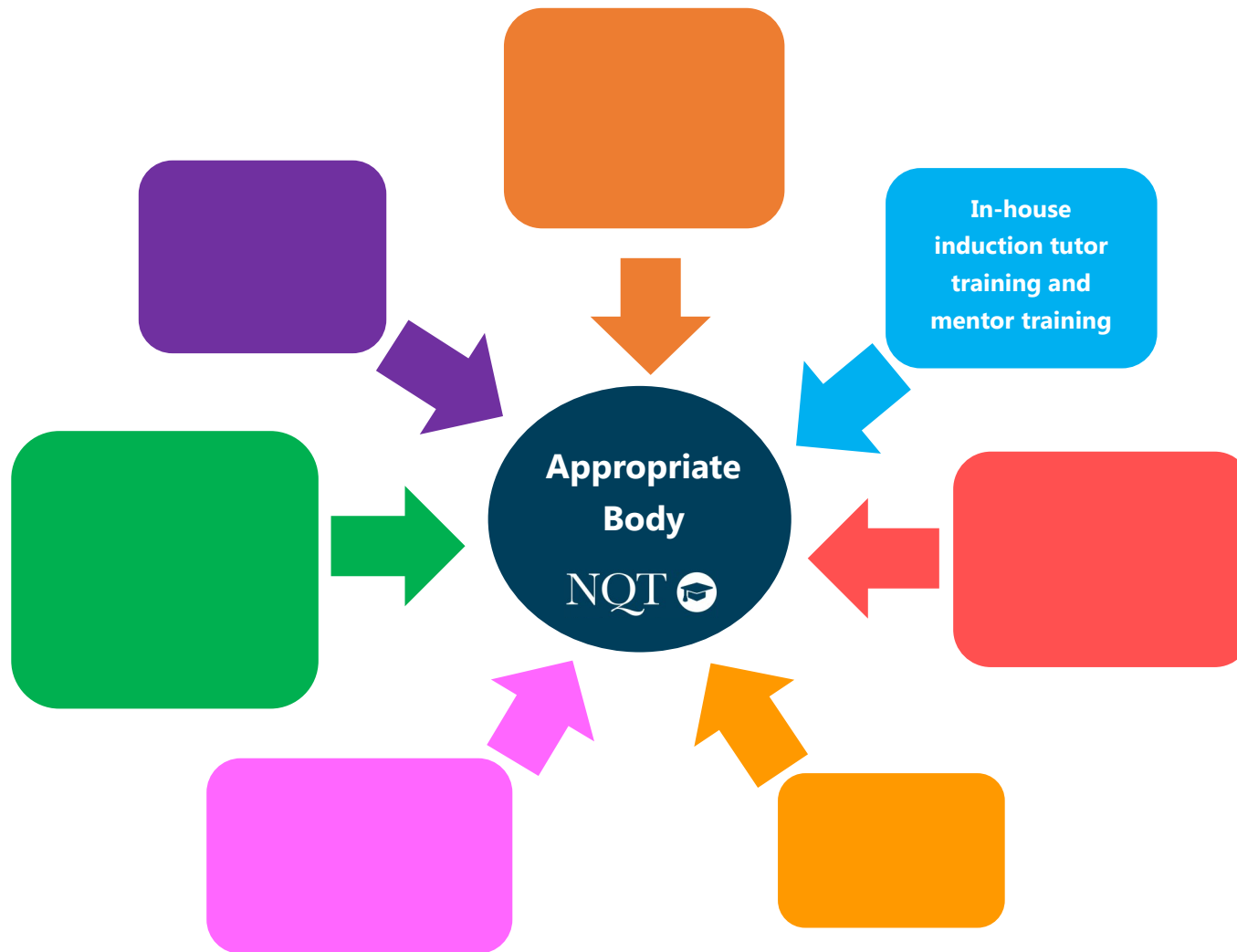
Attendance at Progress Review meetings or lesson observations where required;

Joint observations with the NQT; and

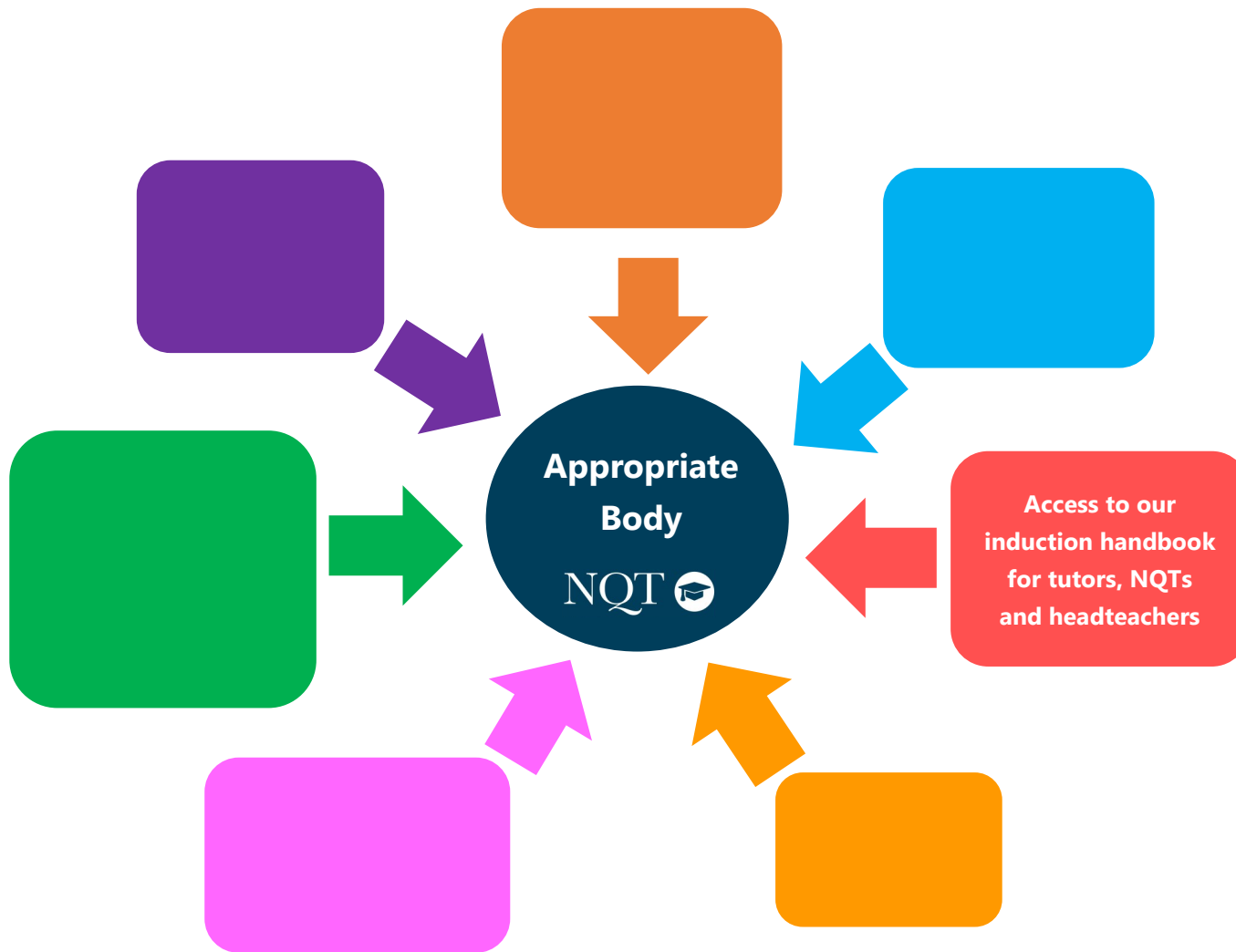
Meeting with NQT about possible further options where progress is not made.



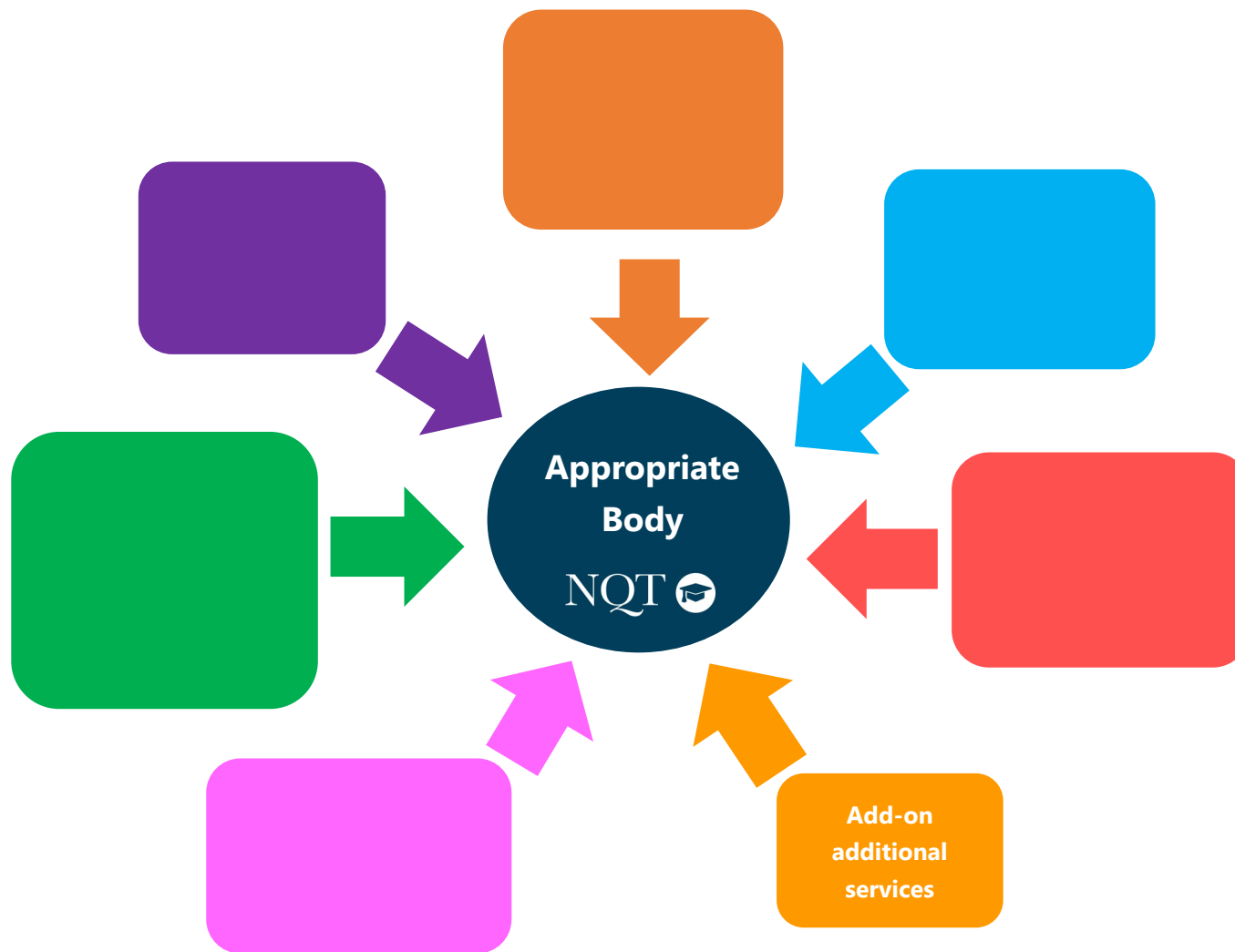
**Ongoing support and guidance from NQT Induction Team** – We have a dedicated team to help NQTs, Head teachers and Induction tutors through this process where necessary. On occasions incidents may happen and we are here on hand to help and guide you through, this includes any legal advice and support that may be required. Further information on our core offer can be found on our website.



**In-House Induction Tutor Training and Mentor Training** – As the appropriate body we have the responsibility for induction tutor/mentor training. During this training we will ensure that induction tutors/mentors are supported and have sufficient time to carry out the role effectively, develop an awareness of the appropriate action to take if an NQT appears to be having difficulties, as well as any additional support that may be required.



**Induction handbook for Tutors, NQTs and Head Teachers** – Please click [here](#) to access the document.



**Add-on additional services** – “Fast Track” – This service enables schools/academies the opportunity to apply for a reduction in the NQT’s induction period. This is targeted at NQTs who are seen to be consistently good or better and have significant teaching experience prior to starting induction.

- An initial consultation regarding NQT’s progress and their prior teaching experience
- Access to one ½ day assessment including:
  - a scrutiny of the evidence of progress against the Teachers’ Standards kept by the induction tutor and NQT
  - a lesson observation
  - an interview conducted with the NQT, NQT Mentor/induction tutor





**Online assessment and monitoring system - NQT Manager** - Our new online management system gives Headteachers, Induction tutors and NQTs the ability to keep in one place assessments, registration information with easy access to update as well as any additional information regarding the induction programme. There are many advantages of using this online system, such as:

- Easy access to old assessments when filling in new ones to see what was written previously
- Automated notifications when assessments are coming up and reminders if they are overdue
- NQTs, tutors and head teachers all complete their parts of the assessment online and can see the other parts
- Easy to save and come back to later – even if you are somewhere else
- Completely online- accessible from anywhere – home, school, coffee shops etc
- There is no additional cost to your school, and much more....