

**Kingsdown School's  
Induction Pack  
for  
Newly Qualified  
Teachers**

## **Welcome to Kingsdown School**

Congratulations on achieving your first teaching post and beginning what, I hope, will be a very rewarding career in education. So that you can settle into your new career with confidence, this Induction Pack is intended to give you some of the basic information you will need in the first few weeks and across your NQT year.

You have been assigned a Mentor with whom you will meet for an hour a fortnight, at a time suitable to you both. It is advisable to 'protect' this period on both of your timetables and designate a quiet room in which to meet. Your Mentor will advise on, and assist you with, the collection of the evidence required to meet the Core Standards to pass your NQT year. Your Mentor will also be involved in the formal lesson observations of your teaching and writing the reports at the end of each of the three Assessment Periods which make up your NQT year. Therefore, your Mentor will be something of a critical friend (and potentially coach) with whom you will be able to develop your teaching practice through experience, reflection and target setting.

As an NQT you will continue to build upon the areas of strength developed during your training programme and to work on the areas identified for development in your Career Entry Development Profile at transition point one (at the end of Initial Teacher Training). Across this year, you will need to demonstrate that you have met the Core Standards in order to have full registration as a teacher and thus be able to continue teaching in a maintained school.

We will provide you with the guidance and support you need to build on your training and I very much look forward to working with you and your Mentor during your first year in the profession.

Robin Cook

Professional Tutor

## THE NQT YEAR

### **Entitlements:**

You will have a reduced timetable at 90% of a normal teaching load. The additional time can be used in any way that is suitable to help you as an NQT, but not just as non-contact time (observations would make a good use of this time). Your Mentor will help you to set short, medium and long-term objectives that build on **Transition Point One of your Career Entry and Development Profile**. You will be observed three times every assessment period by three of: your Mentor, Head of Department, Professional Tutor or Headteacher. Each of these will have full feedback and there should be opportunity for discussion of this feedback. You should observe other teachers from within and outside your department and across a range of different degrees of experience. Furthermore, to fulfil your Induction programme, you will need to attend the Induction Programme for NQTs and new staff (meetings listed in the handbook). Also, you will have the opportunity for professional development through the courses available to you as an NQT.

### **Roles:**

The **Professional Tutor**: (Induction Tutor) provides supervision and training; a formal Induction Programme; with the Headteacher, on satisfactory completion of the Induction Year, recommends NQTs to Swindon Borough Council; informs the DfE if an NQT leaves or joins the school; and liaises with other schools. As such, the Professional Tutor, via the Mentors, has the overall responsibility for the monitoring, support and assessment of the NQT. Also, in partnership with the Headteacher, the Professional Tutor will observe each of the NQTs.

Through the fortnightly meetings, the **Mentor** ensures that the NQT knows and understands the roles and responsibilities of those involved in induction and the responsibility of the NQT to take an active role in their own professional development. The Mentor will organise and implement, in consultation with the NQT, an individually tailored programme of monitoring and support and assessment which builds on the action plan agreed at Transition Point 2, when the Induction period begins. The Mentor will undertake and help to co-ordinate observations and allow the NQT to reflect fully on these observations. In partnership with the NQT, the Mentor will review the progress being made against objectives and the Induction Standards and set new objectives as required. Also, the Mentor will ensure that dated records are kept of monitoring, support, formative and summative assessments, along with the outcomes.

Nonetheless, it is you, the **NQT**, who will need to compile the evidence required to demonstrate that the Core Standards have been met. This evidence will be collated in the **red PDP file** which will be given out at the beginning of the NQT year. This file is the responsibility of the NQT and can be checked at any time by either the Mentor or the Professional Tutor. Furthermore, to begin the process of setting objectives, the you must make your **Career Entry and Development Profile** available to the Mentor upon commencement of the Induction period. This helps to connect your initial teacher training

with your induction period: it guides the process of reflection and collaborative discussion about your professional development needs and helps to establish the focus for future meetings, for short, medium and long-term objectives. You should record the meetings with your Mentor and respect the input he/she makes to your development.

## RESPONSIBILITIES

### **Punctuality:**

Lessons begin at **8.40am**, but **contractually**, you have to be in school 10 minutes before this time, **8.30am**. At the end of the day, you are required to remain behind for 10 minutes beyond the **3.25** finishing time till **3.35pm**.

### **Dress Code:**

There is an **official dress code** at Kingsdown School: business dress is expected (obviously leeway is given where the teachers of certain subjects are restricted in their dress by practical and health and safety issues).

### **Lunchtimes:**

Currently, lunch commences at **12.55pm** and lasts **1 hour**. 'Meal of the Day' is served in the **Main Hall** (used by the students too, but at separate tables) and costs £2.00. Meals are only free to staff if they are involved with a paid lunchtime duty. Alternatively, the **staffroom** is a pleasant social area for those with a packed lunch.

### **Absences:**

If you are unable to attend work through sickness or for any other legitimate reason, you must telephone the school on the direct line to the **Cover Manager**, Gareth Coomber on **01793 837156**. This should be done **by 7.40am** on the day of absence. This process needs to be **repeated** for each successive day of absence **unless** you are **signed off** by your GP. Irrespective of the length of absence, you will have a 'return-to-work' meeting on your first day back.

### **Briefings:**

These are **mandatory** meetings every **Monday** morning break time in the staffroom at **10.40 am** and they inform staff about the events of the week ahead.

### **Registration:**

Formal registration takes place at the beginning of **Period 1** at **8.40am** and **Period 5** at **1.55pm** through **Lesson Monitor** on **SIMS**. This is a **legal requirement** and all lates and absences must be recorded accurately in SIMS. The registers must be **saved** (to get to the front office) no later than **5 minutes** into each of these periods. It is also your responsibility to **check uniform** and issue **out-of-uniform slips** where uniform is incomplete and a letter from home has been provided in relation to this.

### **Fire Drill Routines:**

When the fire alarm bell rings (denoted by a constant ringing of the bell) you must calm the students down and instruct them to move carefully and **silently** to the **tennis courts**, at the rear of the school, behind the New Gym. You should be the last person out of the classroom, making sure that all windows are shut and the classroom door is shut. The students have to assemble themselves in **tutor groups** (tutor group numbers are marked on the ground at the front of the courts) and in alphabetical order within their group. If you are a **tutor** you will collect a **register** from your Year Leader, register the tutor group and report any missing students either to the Year Leader.

### **Tutor Time:**

If you are a tutor you will also take a register for PSHE and in Period 6 on the system. During tutor time, after Period 5 on Tuesdays, Wednesdays and Thursdays, you will give out notices and deal with the unexplained absences for your tutor group. It is your duty to remind the students that they must provide reasons for all absences from school. Any letters for such absences must be passed onto the Student Advisor for your year group. You may also be expected to give out detentions for a set number of late marks (lates at the beginning of the morning and afternoon). Any such detentions should be written on pink slips and put into a tray in the staffroom.

Your tutor group will attend one **Year** and one **House** assembly per fortnight. (These assemblies alternate in line with the Week 1 and 2 rotations on the teaching timetable.) You must accompany and supervise your group from the tutor base, during the assembly and back to the tutor room.

### **Duties:**

Whether or not you are a tutor, you will be attached to a **Year Team** and each of these has a designated duty day. On such a day you will be required to do a **break time** duty (10.40-10.55) either inside or outside of the school building. You will also do a **10 minute** duty either **before or after school**. The Year Leader will notify you of these.

### **Meetings:**

There are regular meetings of Year groups, Action Groups, Faculties and there are Full Staff meetings once a term (see the school calendar for timings). All of these meetings take place within directed time and therefore attendance at them is **compulsory**.

### **Parents' Evenings:**

These are arranged by **year group** (see Key Dates). You are expected to attend them when you teach a class in the particular year group whose evening it is. The students will ask you for appointments. Please do try to stick to the **5 minute time slots** as parents main source of annoyance is actually being kept waiting rather than what is said!

**Daily Cover:**

Classes of absent colleagues have to be supervised. The daily cover list is posted on the staffroom notice board at the beginning of each day. As an NQT, as far as possible, you will be protected from undertaking such cover. Nonetheless, you should get into the habit of checking this list every morning as you can legally do cover as long as it is not in your PPA or NQT time. Any queries should be sent to Gareth Coomber, the Cover Manager.

**Assessment:**

You will complete levels or grades on pupils in November of the Autumn Interim Reports (which go to parents) Spring Data Entry and the End of Year School Reports (which go to parents). All of these will be done on Assessment Manager in SIMS. The deadline for these is given later in this pack under the schedule of key dates.

**Resources:**

Each department has a code for the photocopier in the staffroom. Your Head of Department will inform you of the number. As the number of sheets used will be recorded and later debited against your departmental capitation, you are strongly advised to make use of the Reprographics Technician, in A1.9 for more than 10 copies of any resource. Please give her plenty of time to carry out your requests.

There are a high number of computers available (e.g. in the Virtual Learning Centre, Learning Resource Centre) for teaching using IT. We have a number of rooms with interactive whiteboards. Also, you can borrow fiction and non-fiction books from the Learning Resource Centre.

**Dealing with Finance:**

As this is one of the 24 admin tasks which teachers are **not permitted** to undertake, if any student tries or wants to give you money you must direct them to put the money in an envelope and place that in the **school safe**. This is located just inside the front of the school at the student entrance to the school.

## **Key Staff at Kingsdown**

**Headteacher:** Wendy Conaghan

**Deputy Heads:** Steve Lowe and Mireille Drayton

**Business Manager:**

**Assistant Headteachers:** Matt Amey and Alison Evans

**Premises Manager:** Glynn Jones

**Year Leaders:**

**Y7:** Simon Raisey

**Y8:** Gerry Smith

**Y9:** Ruth Palmer

**Y10:** Amanda-Jane Cripps

**Y11:** Lynne Plant

**Head of English:** Lee Simpson

**Head of Maths:** John Rumble

**Head of Science:** Alex Cassey

**Head of Design Technology:** Martin Brind

**Head of Humanities:** Rupert Lacey

**Head of ICT:** Charles Nartey

**Head of Modern Foreign Languages:** Danielle Masters

**Head of Physical Education:** Louise Morge

**Head of Performing Arts:** Joyce Barnes

**SENCO:** Alison Merk

**ICT Technicians:** Edd Watton and John Doyle

**Cover Manager:** Gareth Coomber

**Reprographics Technician:** Hayley White

**Attendance Officer:** Mandy Lewis

**Learning Resource Centre Manager:** Lin Curtis

**Union Representatives:** David Finney (NUT) Simon Lawson (NASUWT) and Gerry Smith (ATL)

### NQT/ New Staff Meeting Schedule 2011-2012

All meetings will be on Wednesdays from 3.30pm for approximately an hour. Attendance is mandatory as part of your induction programme and satisfying the Core Standards.

Date	Week	Topic	Staff leading	Location
1/9/11		Computer Logins	E Watton	VLC/ASD
7/9/11		Behaviour and Tutor Issues	S Lowe	A1.6
14/9/11		NQT Documentation and Last Year's NQTs	R Cook	A1.6
28/9/11		SEN and G and T	A Merk A Sedgwick	A1.6
12/10/11		ICT @ Kingsdown/Fronter/e-stream/ interactive whiteboard training/ SIMs/ cover requests/ movie maker	E Watton J Doyle	VLC
19/10/11		Reporting and Recording	M Amey J Wilkinson	VLC
2/11/11		Child Protection / ECM Agenda at Kingsdown	S Lowe	A1.6
9/11/11		Parents' Evenings and Academic Tutoring Day	S Lowe R Cook	A1.6
23/11/11		Child Protection Follow Up and NQT Reflection	S Lowe R Cook	A1.6
30/11/11		ASD	K Gosling	ASD Centre
7/12/11		Transition and NQT Reflection	S Raisey R Cook	A1.6
14/12/11		NQT Reflection and Evaluation	R Cook	A1.6
15/12/10		NQT Reflection and Evaluation of First Assessment Period	R Cook	A1.6
5/1/11		Teaching Unions	R Cook	A1.6
2/2/11		Work Related Learning	C North	TBC
16/2/11		Trips and visits	R Cook	A1.6
6/4/11		NQT Reflection	R Cook	A1.6
25/5/11		NQT Reflection	R Cook	A1.6
15/6/11		NQT Documentation	R Cook	A1.6
29/6/11		Evaluation and Performance Management	R Cook	A1.6

## NQT Key Dates for the Diary

Key	
Parents' Evenings/ Academic Tutoring Day	
TD Day	
Holidays	

Date	Day	Week	Event
<b>September</b>			
1/9/10	Thur	1	First Day Year 7 only/ Term 1 Begins
21/9/11	Wed	2	Open Evening- school finishes early
30/9/11	Fri	1	TD Day Performance Management
<b>October</b>			
5/10/10	Wed	2	Y7 Welcome Evening
19/10/10	Wed	2	Term 1 Ends
20/10/11- 30/10/11			Half Term Holiday
31/10/11	Mon	1	TD Day Collaborative Term 2 Begins
<b>November</b>			
15/11/11	Tues	1	Y11 Parents' Evening
24/11/11	Thurs	2	Academic Tutoring Day
<b>December</b>			
16/12/11	Fri	1	Term 2 Ends
17/12/10- 2/1/12			Christmas Holiday
<b>January</b>			
3/1/12	Tue	2	TD Day/ Term 3 Begins
11/1/12	Wed	1	Y9 Parents' Evening
18/1/12	Wed	2	Y7 Parents' Evening
24/1/12	Tue	1	Y9 Options' Evening
<b>February</b>			
8/2/12	Wed	1	Y8 Parents' Evening
10/2/11	Fri	1	Term 3 Ends

11/2/12- 19/2/12			Half Term Holiday
20/2/12	Mon	2	Term 4 Begins
<b>March</b>			
14/3/12	Wed	1	Y10 Parents' Evening
30/3/12	Fri	1	Term 4 Ends
<b>April</b>			
31/3/12- 15/4/12			Easter Holiday
16/4/12	Mon	2	TD Day/ Term 5 Begins
<b>May</b>			
7/5/12	Mon	1	Bank Holiday
<b>June</b>			
1/6/12	Fri	2	Term 5 Ends
2/6/12- 10/6/12			Half Term Holiday
11/6/12	Mon	1	Term 6 Begins
<b>July</b>			
20/7/12	Fri	2	Term 6 Ends/ School Year Ends
23/7/12	Mon	1	Twilight TD Day