

# Leicester City NQT Induction Service 2020-2021



**Leicester City NQT Induction Service for Schools and Academies**  
Education **Performance** Service



# Package overview for 2020-2021

**By appointing Leicester City Council as the Appropriate Body, you are agreeing to purchase one of the two packages of support outlined below:**

- **The Appropriate Body Only Package** **pg.3**  
This package enables schools and academies to fulfil the statutory requirements for the successful completion of the induction period.
- **The AB Plus Package** **pg.4**  
As per The Appropriate Body Only Package and including inclusive access to the Professional Development Programme and Support Service for NQTs experiencing difficulties - **for Primary and Special Schools only**

In addition to the packages above, the Leicester City Council Induction team can price bespoke packages where appropriate – contact us for more details. Please complete the NQT Induction Funding Agreement Form and identify the appropriate NQT Package for your NQTs and email to [NQT@leicester.gov.uk](mailto:NQT@leicester.gov.uk).

# The Appropriate Body Only Package

**This package enables schools and academies to fulfil the statutory requirements for the successful completion of the induction period.**

## **Cost:**

**£150 per NQT, per year**  
(£50 per NQT, per term)

**A range of additional services is also available to schools and academies which opt for the Appropriate Body Only Package.**

**For additional information, please see Page 5**

**The Appropriate Body is our base package and provides NQTs and their schools the following:**

- ongoing support and advice from Leicester City Council's NQT Induction Team;
- access to NQT Manager Leicester online system which enables the registration and assessment of NQT progress;
- provision of data to Teaching Regulation Agency;
- guidance provided in Leicester City Council's induction handbook (The Essential Guide to NQT Induction for Headteachers, Principals and Induction Tutors) with supporting documentation to enable tutors and mentors to monitor the NQT and complete each termly assessment;
- support and guidance for NQTs provided in Leicester City Council's induction handbooks (Welcome to Leicester: The Essential Guide to NQT Induction for NQTs);
- access for NQTs to a free place to our Welcome Event The Essential Guide to NQT Induction training and online training resources;
- access to one free ½ day quality assurance visit when an NQT is not meeting standards or a concern is raised.

Any further follow up meetings, observations will be charged at a pro rata rate of **£450 per day**. For additional information, please see our Support Service for NQT experiencing difficulties offer.

# The AB Plus Package

**This package provides schools and academies with all the benefits of the Appropriate Body Package and access to a full range of services.**

## **Cost:**

**£390 per NQT, per year**  
(£130 per NQT, per term)

## **Please Note:**

**The AB Plus Package is only available for NQTs in Primary and Special Schools/Academies.**

**The Appropriate Body Plus Package subscribers will have all-inclusive access the following services:**

- access to all services provided in the Appropriate Body Package;
- all-inclusive access to all courses provided in the Professional Development Programme at no additional cost;
- free access to training courses for Induction Tutors and mentors and online resources; and,
- free access to the Support Service for NQTs experiencing difficulties service – see page 7 for further details.

NQT Professional Development Programme; Courses to be booked via:  
<https://primary.lls.leicester.gov.uk/courses> – Booking terms and conditions apply, please see **page 9** for further details.

**Additional courses to be confirmed and advertised in the Autumn Term.**

# Additional services available to purchase

**Schools and academies opting for the Appropriate Body Only Package are able to purchase the following services, which appear in the AB Plus Package where required:**

- The Fast Track Service **pg. 6**
- Support Service for NQTs experiencing difficulties **pg. 7**
- Induction Tutor Training and Mentor Training **pg. 8**
- Professional Development Programme for NQTs **pg.9**

In addition to the packages above, the Leicester City Council Induction team can price bespoke packages where appropriate – contact us on [nqt@Leicester.gov.uk](mailto:nqt@Leicester.gov.uk) for more details.

# The Fast Track Service

**This service enables schools and academies the opportunity to apply for a reduction to their NQT's induction period.**

## **Cost:**

**£115** per eligible NQT that meets the set criteria

**Please Note:** The Fast Track Service is only applicable to NQTs that meet the set criteria as per Section 3 (paragraphs 3.1 3.5) of the Induction for newly qualified teachers (England) Statutory Guidance – Revised April 2018

Review Meetings may have to be held remotely dependent on national guidance

**This service is targeted at NQTs who are judged to be consistently good or better and have significant teaching experience prior to starting induction.**

The process includes:

- an initial consultation regarding the 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 the NQT;
  - a lesson observation; *and*
  - interviews conducted with the NQT, NQT Mentor/Induction Tutor.

**£115** will be the **only** charge cost for the service regardless of whether induction is reduced to 1 or 2 terms. NQTs that do not meet the criteria will be charged as per the original subscribed package of support where applicable.

# Support Service for NQTs experiencing difficulties

**This service provides schools and academies with additional days of quality assurance support when an NQT is not meeting standards, or where a concern is raised.**

## **Cost:**

**Tier 1 Support: one free meeting** for schools that opt for the Appropriate Body Package;

**Tier 2 Support:** additional visits charged at a rate of **£225 per half day**.

**Please Note:** This add-on service is included within The AB Plus Package.

Review Meetings may have to be held remotely dependent on national guidance. Tier 2 costs will be reduced in these circumstances.

**This service is targeted at NQTs who are judged to be not meeting standards, or where a concern is raised. The following support options are available:**

## **Tier 1 Support – Initial support and guidance:**

- 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;

## **Tier 2 Support – for instances where support needs to be escalated:**

This might include:

- 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 future options where progress is not made.

Charges apply for additional visits, meetings and observations. These will be charged at the daily rate or pro rata accordingly. A typical day is classed as 7.5 hours.

# Induction Tutor Training and Mentor Training

**Access training for new and existing tutors in the responsibilities of the role and how to support NQTs through the induction period.**

**Cost:**

**£35 + £15 for additional tutors** – ½ day remote course for Induction Tutors new to the role

**£35** - ½ day remote refresher course for existing or returning Induction Tutors

**£25** – ½ day remote course for mentors new to the role

**Please see our Professional Development Programme for course dates and to book your place, please visit:**

**<https://primary.ils.leicester.gov.uk/courses>**

## **Training for New Induction Tutors:**

- A half day course for Induction Tutors who new to the role of overseeing NQT Induction. This course will familiarise induction tutors with the essential elements and responsibilities of the role. Engage with key documentation to support induction. Enable the planning and preparation of a personalised programme for NQT(s) related to the Teaching Standards; and to familiarise tutors on how to improve the writing of NQT assessments.

## **Refresher Training for existing Induction Tutors:**

- A half day course to refresh existing induction tutors' knowledge of supporting NQT through their induction period. This course will refresh induction tutors to re-engage with key documentation to support induction. Re-enable the planning and preparation of a personalised programme for NQT(s) related to the Teaching Standards; and to consider how to improve the quality of written assessments.

## **Training for Mentors new to the role:**

- A half day course for mentors who are new to the role. This course will familiarise mentors with the essential elements and responsibilities of the role and how to support NQTs to enable them to make progress.

**Bespoke training is available on request, please contact the NQT induction team for further information.**

# Professional Development Programme for NQTs

**Professional development courses specifically designed for NQTs to widen their pedagogy and enhance their teaching.**

**No charge for AB Plus subscribers**

**Cost for Appropriate Body subscribers:**

- **£110** for full day courses
- **£55** for half day courses
- **£35** for all remote training sessions

Please see our Professional Development Programme for course dates and to book your place, please visit:

<https://primary.ils.leicester.gov.uk/courses>

NQTs have an entitlement to a well-structured and supportive induction programme and in return have a responsibility to adopt a professional, reflective and self-evaluative approach to their work. Leicester City's Education Performance Service (EPS) is justifiably proud of its exciting and improved induction programme that is designed to help schools meet the needs and maximise the potential of every newly qualified teacher. Leicester is one of very few local authorities that continue to offer such a programme.

Since the vast majority of NQTs take up their posts in September and January, the main schedule of courses runs across the Autumn and Spring terms, to reflect the needs of NQTs in the earlier stages of their Induction Period. However, additional courses are also offered in the Summer Term to reflect the interests of NQTs as they begin to consider developing their pedagogy as well as the next stage of their career.

Additional courses to be confirmed and advertised in the Autumn Term.

*Note: As a large number of courses are hosted by schools, particularly those in the Autumn Term will be delivered remotely, and may be changed in order to respond to national guidance and the wishes of the host school.*

# Terms and conditions: Registering for NQT Induction

## The school will:

- Check the suitability of the post for NQT Induction with either Employer Access or the Appropriate Body (Leicester City Council) prior to the appointment of an NQT
- Complete and return the NQT Appropriate Body Registration form **within 4 weeks** of the NQT beginning induction and register the NQT online via the Leicester City LA NQT Manager <https://leicester.nqtmanger.com>
- It is also the responsibility of the school, to ensure that copies of assessment forms for any NQTs who have completed induction previously in another school, are passed to the Appropriate Body
- Ensure confirmation of NQT registration is received from the Appropriate Body

## The Appropriate Body will:

- Confirm receipt of registration form to acknowledge that the NQT is registered. (It is the responsibility of the school to contact the Appropriate Body if they have not received this confirmation)
- Provide all services required of the Appropriate Body according to statutory guidance issued by DfE

## Please note:

- Induction cannot commence until an NQT has completed the relevant skills tests, has registered with the Teaching Regulation Agency (TRA), has a Teacher Reference Number (TRN), has Qualified Teacher Status (QTS) and has been registered with an Appropriate Body.
- Induction cannot be backdated.
- If an NQT is registered after 4 weeks of starting the school /academy may be charged a late registration fee to cover additional administration costs incurred

# Terms and conditions: After registration

## The school agrees to provide the NQT with:

- a reduced timetable (in addition to statutory 10% planning, preparation and assessment time);
- adequate support – the statutory induction guidance, for example, suggests all NQTs should have a designated Induction Tutor;
- a personalised programme of professional development activities, including regular observations and feedback;
- regular reviews of progress towards meeting the Teachers' Standards;
- ensure assessment forms are with the Appropriate Body by the deadlines set for each induction period;
- inform the Appropriate Body of any changes to each individual NQT's induction.

## Subscription Charges and Additional charges

By returning a funding agreement, you confirm that you will be taking out an agreement with Leicester City Council to act as your Appropriate Body during the academic year and to buy into one of our packages of support for each of your NQTs.

We split our subscription charges into thirds to represent each term and will charge via the following schedule: based on NQTs commencing induction at the start of the autumn term; **1/3** of the total subscription charge will be chargeable from autumn term with the remaining **2/3** of the balance charged at the start Summer term after the new financial year has started.

If a school submits assessments late on more than 2 occasions throughout the year, without prior agreement from the NQT Induction team, or an assessment becomes more than 1 term overdue, the school /academy will be charged a late submission fee to cover additional administration costs incurred.

# Terms and conditions:

## Conditions for all courses advertised in NQT Professional Development Programme

### Booking

By proceeding with a booking you are asking us to reserve a place for you on the stated course.

We will endeavour to email you final confirmation details of the event up to 10 working days before the date of the course (unless the application is received after the closing date). This will confirm the venue and times of the course.

### Refreshments

- **Full Day Courses** will include light refreshments plus lunch.
- **Half Day Courses** will include light refreshments only

Please inform us of any allergy/dietary requirement prior to course attendance. Refreshments apply only to courses held at a venue.

### Payment

Schools that are on the Appropriate Body Package will be charged for course attendances at the same time as the subscription charges.

### Cancellations and Non-attendance policy

In some unforeseen circumstances it may be necessary to cancel an event. We reserve the right to cancel or postpone a course in which case we will endeavour to inform you at least 10 working days prior to the event. If possible, we will endeavour to rearrange courses in the event of trainer illness or for issues that prevent the course from taking place at the venue.

All cancellations made by you, must be made in email to [nqt@leicester.gov.uk](mailto:nqt@leicester.gov.uk) within 1 week prior to the course date and contain the full booking details including organisation name, booking and delegate contact details. Receipt of your cancellation will be confirmed by us within 1 working day.

Charges for non-attendance apply for Appropriate Body Package subscribers at all times and will be charged the full advertised course cost. For Appropriate Body Plus Package subscribers: non-attendance charges apply after the 2nd event of non-attendance.

Circumstances for late cancellation are considered on a case by case basis.

Failure to notify us of cancellation of bookings will be classed as 'non-attendance' and will be charged the full advertised course cost. Charges for non-attendance apply for Appropriate Body Package subscribers at all times and will be charged the full advertised course cost. Full package subscribers, non-attendance charges apply after the 2nd event of non-attendance.