FREQUENTLY ASKED QUESTIONS

**1. After gaining QTS, is there a time limit for starting and completing the NQT Induction?**

While NQTs are encouraged to start their induction as soon as possible after gaining qualified teacher status (QTS), there is **no set time limit** for starting or completing an induction period.

**2. Is there a limit on the number of days missed through sickness absence or other ad hoc absences?**

Yes, the induction period is automatically extended, prior to completion, when an NQT's absences total **30 days or more**. The induction is extended by the aggregate total of absences, e.g. if they are absent for a total of 35 days, the extension will be for 35 days

The appropriate body has the discretion to reduce the prescribed induction period by up to 29 days to account for absence (and where the induction period falls short of a full year).

**3. Do supply teaching posts count towards induction?**

If a newly qualified teacher takes up a supply teaching placement contracted for 65 days or more, this forms part of the induction period and they have the same obligations and entitlements as any other NQT. The post must involve regular teaching of the same classes and the Headteacher /Principal must agree, at the start of the period, to take responsibility for the NQT's induction programme. NQTs should not be offered a supply placement that lasts for a term or more involving only day to day cover of absent teachers.

If an NQT begins a supply teaching contract lasting for at least 65 days in a school where they have previously taught on a short-term supply basis, the induction period cannot be "backdated". It will begin from when the NQT's contract for 65 days or more was confirmed and the NQT is registered with the LA The start of the induction period does not have to coincide with the start of the term.

NB: From September 2012, the regulations regarding eligibility to carry out short-term (less than one term) supply teaching came into force. These state that a qualified teacher, who has not yet completed an induction period, can undertake short-term supply work of less than one term in a relevant school for a maximum period of 5 years from the point of award of QTS. This is a fixed time limit with no discretion to extend.

**4. Can different terms of the induction period be completed in different schools?**

Yes. If an NQT leaves a school after one or two assessment periods, the

Headteacher/Principal should retain the documentation compiled so far about their support, monitoring and assessment. The Headteacher/Principal of the school in which the NQT recommences their induction period should then obtain those records. This will ensure that each assessment period of the induction period builds on what came before. When an NQT leaves a post after completing more than one assessment period in an institution, but before the next formal assessment is due, the

Headteacher/Principal must complete an interim assessment.

**5. Can the length of the induction period be reduced?**

Yes, but only under Special Circumstances.

Appropriate Bodies have discretion to reduce the length of the induction period to a minimum of one term (65 days) in recognition of previous significant teaching experience. Schools need to complete a ‘fast track’ form prior to the start of the induction as the Appropriate body will require evidence of previous experience and performance before reaching a decision.

Appropriate Bodies have discretion to reduce the prescribed induction period by up to 29 days to take account of ad hoc absences and where the induction period falls short of the full year.

In both cases schools will need to liaise with the Appropriate Body in advance so that the eligibility and appropriateness of reducing the induction period can be considered and agreed.

**6. On what basis will NQTs teach a reduced timetable?**

All NQTs, including those working part-time on a pro rata basis, should have a reduced timetable of 90% of normal average teaching duties in their first year of teaching. The I0% remission from teaching duties should be used for the NQT’s induction programme. It should not be used as unspecified non-contact time nor should it be used to cover the teaching of absent colleagues. The release time should be over and above any time normally assigned to teachers in a school for activities such as planning and marking (PPA) and should be used for a targeted and coherent programme of professional development, monitoring and assessment activities.

**7. Is it important for NQTs to have an induction action plan?**

Yes, it is recommended that an element of the NQT's personalised induction programme includes an action plan in each assessment period, which identifies their objectives, together with the support that is planned for them. This information should be recorded, using an appropriate format. See example in Appendix 7.

**8. How is induction affected by maternity leave?**

If an NQT has a break in their induction which includes statutory maternity leave, she may choose whether or not to have induction extended by the equivalent of the part of her absence which was statutory maternity leave. Any outstanding assessments should not be made until she returns to work and has had the opportunity to consider whether to extend induction. Any such request must be granted. If an NQT chooses not to extend her induction period following an absence of maternity leave she will be assessed on the same basis as any other NQT i.e. against the standards. It is recommended that the NQT seeks advice in this situation.

**9. What are the consequences of failure to complete induction satisfactorily?**

Failure to complete the induction period satisfactorily means that the NQT is no longer eligible to be employed as a teacher in a maintained school, a maintained nursery school, a non-maintained special school or a pupil referral unit. However this does not prevent them from teaching in independent schools, including Academies and Free Schools. The employer of an NQT who has failed induction must dismiss the NQT within ten working days from the date when the NQT gives notice that they do not intend to exercise their right to appeal, or from the date when the time limit of 20 working days for appeal has expired without an appeal being brought.

If an NQT has failed their induction, and decides to appeal, the employer may dismiss them at that point or continue to employ the NQT pending the outcome of the appeal. If the NQT’s appeal is heard, and fails, the employer should dismiss the NQT within ten working days of being told of the outcome of the hearing.

**10. Can induction be back dated?**

No. If an NQT begins an induction programme in a school where they have previously taught on a short-term supply basis, the induction period cannot be “backdated”. It will begin from when the NQT and the school decide to start an induction programme and the NQT is registered with the AB. The start of the induction period does not have to coincide with the start of the term.

**11. What will happen if the NQT’s contract changes during induction?**

The appropriate body must be informed immediately. If the contract reduces or increases then the assessment dates will automatically be adjusted to reflect this.

**12. Can an NQT complete their induction in an FE institution? (e.g. 6th form college, 16-19 academy etc.)**

Yes, but the institution must ensure that:

- normally no more than 10% of the NQTs teaching is devoted to teaching classes predominantly consisting of pupils aged 19 and over.

- NQTs spend the equivalent t of at least 10 days teaching pupils of compulsory school age in a school during their induction.

- they make every effort to provide the NQT with up to a further 15 days experience in a school setting.