

## MERE FIRST SCHOOL

### New Teacher Induction Programme

After a new teacher's appointment there will be an initial meeting with the Headteacher and/or mentor to discuss:

- Teacher's Handbook
- school resources
- new classroom
- new class, timetables, ESA help etc
- new entrants entry procedure (for Reception teachers)
- the expectations for the ethos of the school
- alarm arrangements and distribution of school keys
- the first week's procedures.
- a visit to the school
- preparation of the classroom
- any other issues raised by the teacher.

#### Induction Policy for Newly Qualified Teachers

The aim of Mere First School is to help newly qualified teachers to become confident and independent members of staff, who are fully effective, through the support and guidance of the school staff and governors.

#### *Expectations of NQTs*

- 1 Support and guidance in classroom management and organisation from mentor and all school staff.
- 2 10% reduction in teaching load.
- 3 The opportunities to attend courses to further his/her professional development.
- 4 The provision of a guidance handbook.
- 5 Access to a well-trained mentor.
- 6 Written records of progress from the school.
- 7 A timetable of support negotiated in accordance with the NQT and Government regulations.

#### *Expectations of the school*

In time the school will expect the NQT to take a more active role in the management and organisation of the school, by one or more of the following, as and when appropriate:

- shared curriculum area responsibility
- total responsibility of a curriculum area
- sharing expertise/ideas
- discussing courses attended with staff.

Spring term 2002

Review: Spring term 2005

