



**MALTMAN'S GREEN**  
**SCHOOL**

# **MENTORING NEWLY QUALIFIED TEACHERS POLICY**

**This policy also applies to the EYFS**

| <b>Updated</b> | <b>Review Date</b> | <b>Version</b> |
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| January 2018   | January 2019       | 2018.01        |

**Signed:** \_\_\_\_\_ (Chair of Governing Board)

**Next Review:** January 2019 (annual)

## MENTORING NEWLY QUALIFIED TEACHERS

At Maltman's Green School, we strive to offer personal and professional support to Newly Qualified Teachers (NQTs) through The Independent Schools Teacher Induction Panel (ISTip). We believe that the whole school community plays a vital role in providing support to NQTs, in addition to an experienced mentor. This whole-school NQT mentoring approach enables the continual development of a well-rounded and reflective teacher.

Maltman's Green School objectives are to effectively mentor Newly Qualified Staff and best prepare them for their role as a teacher. This includes providing excellent support, advice and learning opportunities to enable NQTs to flourish.

Maltman's Green School will use procedures recommended by ISTip, including where an NQT is 'At Risk'. The Mentor will be a fully qualified and experienced member of the teaching body and will initially meet with the NQT to outline the process before the start of the year. The Mentor will assist and guide the NQT in maintaining a file of their first year teaching, following the ISTip guidelines, and will formally observe NQT teaching once half-termly, with appropriate feedback to be kept in the file. In addition, the Head and/or Academic Deputy will observe the NQT in three lessons towards the end of each term. As for all teaching staff at Maltman's Green School, the Teachers' Standards will be used to assess an NQT's performance at the end of their induction period.

### The Role of the Mentor

The mentor will ensure that the NQT is:

- *Flexible to the demands of school life.*
- *Kept up-to-date on their progress throughout the year.*
- *Supported and guided, where appropriate.*
- *Well-prepared for parent meetings and report writing.*
- *Familiar with the policies and procedures in place, including Safeguarding.*
- *Provided with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant standards throughout and by the end of the induction period.*
- *Involved in the planning, teaching and assessment processes at the School.*

At the end of each term, an NQT report will be written by the Mentor and/or Head on the successes of the year and targets for future development. These reports must be kept in the NQT's file. The final assessment will be the Head's recommendation of the NQT's performance against the Teachers' Standards; satisfactory, unsatisfactory, or whether or not an extension should be considered. The start date for induction will be determined by Maltman's Green School, and must be agreed in advance with the Head and NQT.

Mentors at Maltman's Green will strive to:

- *Provide effective coaching and mentoring.*
- *Be active listeners, approachable and supportive.*
- *Value the contributions and achievements of the NQT.*
- *Encourage perseverance, resilience and offer constructive and honest feedback.*
- *Provide practical help to enable the NQT to be a reflective practitioner.*
- *Organise paperwork, including NQT observations and reports.*
- *Help the NQT build positive, working relationships with the School community.*

Mentors will also aim to manage information and resources to enable the development of the NQT. They will support NQT professional development through a process of self-reflection and active learning. The Mentor will build a relationship of mutual respect and trust, and work alongside the NQT to share, analyse and evaluate their performance. It is also the role of the Mentor to ensure the induction process and the assessments generated from it are treated with confidentiality at all times and are not shared with anyone not directly involved in the NQT induction process.

### Training

Courses are available in order to support the Mentor including the accredited training course. Mentors and NQTs are registered on the IStip NQT Manager system. Timetables should be set such that there is sufficient, protected contact time between Mentor and NQT. This will be discussed by the Mentor and the Deputy Head Academic.

The School will provide 10% release time over and above standard non-contact time at Maltman's Green, which will be given to the NQT to be used for:

- *Meeting with the Mentor to reflect on practice and set appropriate, SMART targets.*
- *Observation of other classes and relevant staff within the School.*
- *Attending courses which meet the needs and requirements of the NQT.*
- *Meeting with the SENCo and members of the SMT.*
- *Observation of teaching at another school, where effective practice has been identified, to be arranged prior to visit and agreed by the Head and the Head of CPD.*

### **The Role of the NQT**

Maltman's Green School expects the NQT to satisfactorily meet and uphold all of the **Teachers' Standards** outlined in the document. (July 2011, updated June 2013)

### **The Role of the Governors**

In addition, the governing body must be satisfied that Maltman's Green School has the capacity to support the NQT and that the Head/Mentor is fulfilling their responsibilities.

*'The governing body may request general reports on the progress of an NQT on a termly basis but are not automatically entitled to have access to an individual's assessment forms. The exception to this would be when an NQT has raised concerns about a particular issue/assessment via the institution's grievance procedures, which would in many cases require the governing body to investigate the situation. If at any stage the governing body has questions or concerns about the quality of the institution's induction arrangements and the roles and responsibilities of staff involved in the process they can seek guidance from the appropriate body.'* Induction for Newly Qualified Teachers (England) Statutory Guidance (Revised September 2015).

### **Raising Complaints and Concerns**

An NQT should normally raise any concerns about their induction programme with their Mentor. If the matter is not resolved, the NQT may notify the *Pastoral Deputy at Maltman's Green School*, who should, as soon as possible, investigate the issues raised.

*This policy will be annually reviewed by the SMT and governing body.*