The Welsh Government (WG) and regional consortia GwE are working in partnership to develop a programme to support the statutory induction of newly qualified teachers (NQTs). The programme has been designed to ensure that all NQTs are provided with the highest quality support that builds on their initial teacher education experiences and sets a foundation for career long professional learning and growth.

This programme is closely linked to GwE Leadership Development Programmes and as such, is part of GwE long term commitment to introducing a progressive, practice-based, career-long development of professional development for all. This provision of support for NQTs is further enhanced by collaboration between GwE with other consortia in Wales to ensure that the quality and rigor of statutory induction is consistent across the whole of Wales.

Releasing practitioners to mentor NQTs both as School Based Mentors and External mentors affords excellent opportunities for both the mentors and their ‘releasing’ schools on many levels. It is an important investment opportunity in raising standards and provision for NQTs whilst helping to develop school leaders of the future. It is also an opportunity to support a national initiative and meets the aims of head teachers in relation to fulfilling professional responsibilities.
**Newly Qualified Teachers Induction Training Programme:**

A practical development programme that will focus on the Welsh Government Guidance (Welsh Government Circular no: 017/2014) *Induction for newly qualified teachers in Wales (revised September 2014)*. The programme will give guidance and support in the following aspects of the Induction year:

- The induction arrangements in Wales
- Mentoring roles
- The head teacher and school role
- The appropriate body role
- Completing documents online

The programme will give ample opportunity for NQTs to further their teaching skills, as well as increasing their own personal knowledge and understanding of the most effective current pedagogy.

**Induction School Based Mentor Training Programme:**

A high impact programme, designed for teachers with the potential to mentor newly qualified teachers in their first teaching role. A School Based Mentor would have a crucial role to play in developing the expertise of newly qualified teachers. The programme is intended to:

- Maintain and build on the Standards met in achieving Qualified Teacher Status;
- Provide support to NQTs during their first year as a teacher in post;
- Provide a distinct phase in a continuum of professional development;
- Develop a positive attitude to the profession and the teacher’s own professional development;
- Develop the skills colleagues need to work with NQTs in providing continuing professional development and assessing progress.

The objectives of this training programme are to familiarise the SBM with the Practising Teacher Standards and undertake practical activities designed to support their guidance, monitoring and assessment role during the Induction period. The role of Induction Mentor is crucial and is supported by the Welsh Government (Welsh Government Circular no: 017/2014). This role should be seen as an excellent Continuing Professional Development (CPD) opportunity.

**External Mentor Training Programme:**

The external mentor role provides additional support to newly qualified teachers (NQTs) during their statutory induction period. This role provides an exciting opportunity for practitioners to become involved in an innovative approach to mentoring at a consortia level. The Training Programme for External Mentors provides full support for the role. External mentoring is both demanding and rewarding. It provides rich opportunities for External Mentors to develop professionally and to extend their skills in teacher development and building professional learning communities.

In the context of the development of professional learning, the External Mentor will both provide practitioners with, and benefit themselves from, a coherent, flexible and robust framework which will set out the most effective approaches to professional development which have been informed by the latest academic research and which have been proven to positively impact on classroom practice.

The training programme sets out the key characteristics of effective professional development which work together to enable an effective programme of professional learning to take place. The role of External Mentor is supported by the Welsh Government (Welsh Government Circular no: 017/2014). This role should be seen as an excellent Continuing Professional Development (CPD) opportunity.
Newly Qualified Teachers (NQTs) Induction Training

This training programme is for current Newly Qualified Teachers (NQTs) completing their Induction Year.

- Suggested criteria for NQT acceptance onto this programme:
  - Registered with the Education Workforce Council (EWC)
  - Commenced their Induction Year by informing EWC.
- The programme will be open to every NQT in primary, secondary and special schools within the GwE region
- The programme is also open to every short term supply NQT within the region
- There will be no cost to the programme; however schools will need to fund their own supply.
- The programme is specifically designed to develop Newly Qualified Teachers during their Induction year

Training Events

All training events will be advertised in the GwE weekly bulletin; sign up for the bulletin @:

http://www.gwegogledd.cymru/communication/bulletin

NQT must register to attend each event.

Event 1

Introduction to the Induction year (1/2 Day)

This half day training event for NQTs, will provide guidance to the function and role of the Appropriate Body (AB) and the use of the Education Workforce Council (EWC) web site for recording progress during the induction year.

The day will focus on:

- Your Appropriate Body (AB) and its function during the Induction year
- Using the Education Workforce Council (EWC) website
- Safeguarding

Course Provider: Appropriate Body (AB)

Course Dates & Venues

End of September

NQTs will be invited to register for their AB date and venue.
**EVENT 2**

**Effective Classroom Management (1 Day)**

This one day training event for NQTs will be led by an Appropriate Body (AB) and will provide guidance, strategies and resources focused on:

- Classroom Management
- Additional Learning Needs
- E – Safety
- Completing your Section 3

**Course Provider: Appropriate Body (AB)**

**Course Dates & Venues**

October / November

NQTs will be invited to register for their AB date and venue.

**EVENT 3**

**Literacy and Numeracy Course (1 Day)**

This one day training event for NQTs, led by GwE Associate Partners will provide guidance, strategies and resources focused on planning for literacy and numeracy within your classroom in response to the LNF. This event will be a practical day that will equip those attending with the skills to develop literacy and numeracy within the classroom. Activities will focus on identifying age related opportunities to develop skills across subjects; assessment for learning – setting learning objectives and success criteria; planning rich tasks and developing reflective practitioners through continuous improvement.

**Course Provider: GwE**

**Course Dates & Venues**

Spring Term

NQTs will be invited to register for ONE of the available Primary or Secondary phase dates and venues. Venues will be spread across the Region e.g. Bangor, St. Asaph, Llanrwst, Wrexham & Mold). Choice of either Welsh or English medium.
**Event 4**

**Reflective teaching; effective learning (1Day)**

This one day training event for NQTs, will provide strategies and resources focused on teaching and learning within the classroom. It will include presentations from regional schools identified for their effective practice.

The day will focus on:
- Planning rich learning experiences that lead to improved provision and raise standards
- Effective use of data and research evidence
- Collaboration with others
- Understanding the importance of effective coaching and mentoring
- Reviewing and reflecting on practice

**Course Provider: GwE**

**Course Dates & Venues**

Spring Term

NQTs will be invited to register for ONE of the available Primary or Secondary phase dates and venues. Venues will be spread across the Region with a choice of either Welsh or English medium.
School Based Mentor Training
This training programme is for School Based Mentors (SBM) to support current Newly Qualified Teachers (NQTs) completing their Induction Year.

- Suggested criteria for acceptance onto this programme:
  - Have taught for at least three years.
  - Are at the very least deemed to be ‘good practitioners’
  - Have a reasonable knowledge of the Practising Teacher Standards
  - By registering for this programme a commitment to attend at least one update training event per academic year
- The programme will be open to every teacher meeting the above criteria in primary, secondary and special schools within the GwE region
- There will be no cost to the programme; however schools will need to fund their own supply.
- The programme is specifically designed to develop School Based Mentors supporting Newly Qualified Teachers during their Induction year.

**Mentoring – What is it?**

“A dynamic, reciprocal relationship in a work environment between an advanced career incumbent (mentor) and a beginner (protégé) aimed at promoting the career development of both”

Healey and Welchart (1990)

**Key Principles of School Based Mentoring:**

- Everyone in the school who is involved in the Induction of NQTs should have a clear understanding of the responsibilities and role of the SBM
- SBM should have, or should be developing, the specific Knowledge, skills and understanding they need to carry out their responsibilities effectively
- The role of Induction should be well supported and recognised as important within the wider school context.

**The role of the School Based Mentor:**

- Know, understand and ensure that responsibilities are met
- Day to day guidance, support and monitoring
- Help to set objectives, plan action and professional development activities focused on objectives and needs
- Observe and engage in professional dialogue
- Review and assess progress
- Report to the Head teacher
**Training Programme Objectives:**

To ensure that participants understand the professional development opportunity presented by the role of Induction Mentor.

To inform participants about the Practicing Teacher Standards, the Induction Framework.

To ensure that the participants understand their particular roles and responsibilities as Induction mentors.

To prepare the participants for the particular requirements presented by the Induction framework, i.e.:
- assessment;
- observation;
- use of the CEP and professional development reviews;
- planning individualised professional development programmes for the NQT

**Training Events:**

All training events will be advertised in the GwE weekly bulletin;

sign up for the bulletin @: [http://www.gwegogledd.cymru/communication/bulletin](http://www.gwegogledd.cymru/communication/bulletin)

SBM must register to attend each event.

**EVENT 1**

**Introduction to the role of an SBM (1/2 Day)**

This half day training event for the SBM, will provide guidance to the function and role of the Appropriate Body (AB) and the external mentor (EM). The use of the Education Workforce Council (EWC) web site for recording progress during the induction year and managing the programme.

The half day will focus on the first five main components to the Induction Mentor programme:

1. The Practising Teacher Standards
2. The Induction Framework
3. Being an Induction Mentor
4. The role of outside bodies
5. Developing Individualised Professional Development Programmes

**Course Provider: GwE**

SBMs will be invited to register for ONE of the available dates and venues. Venues will be spread across the Region with a choice of either Welsh or English medium.
**Event 2**

Statutory Responsibility (1/2 Day)

This second half day training event for the SBM, will provide guidance, strategies and resources focused on the remaining four main components to the Induction Mentor programme:

- Classroom Observation
- Giving feedback
- Gathering evidence
- Assessment

**Course Provider: GwE**

SBMs will be invited to register for **ONE** of the available dates and venues. Venues will be spread across the Region with a choice of either Welsh or English medium.

**Event 3**

Update training (twice yearly)

Update training session will be arranged for NQT School Based Mentors (SBM) on the EWC website, the NQT induction programme and quality assurance processes.

- Updates from the Welsh Government
- Online access using the EWC website.
- Quality assurance of the induction process and sharing examples of completed documentation.
- Questions and answer session.

**Course Provider: AB**

SBMs will be invited to register for **ONE** of the available dates and venues. Venues will be spread across the Region with a choice of either Welsh or English medium.
External Mentor Training
This training programme is for External Mentors (EM) to support current Newly Qualified Teachers (NQTs) completing their Induction Year.

- Suggested criteria for acceptance onto this programme:
  - To have successfully completed GwE Middle or Senior Leaders training programme
  - Have taught for at least five years, and at the very least deemed to be a ‘good practitioner’
  - Experience as an effective mentor or coach to other teachers – especially in identifying key issues to improve practice and providing meaningful feedback orally and in writing.
  - Excellent interpersonal skills, with high level communication skills both orally and in writing, with the ability to utilise ICT effectively across all aspects of the role.
  - An excellent understanding of the most effective approaches to professional learning
  - Knowledge and understanding of the statutory arrangements of induction in Wales
  - A commitment to attend standardisation event to maintain EM status

- The programme will be open to every teacher meeting the above criteria in primary, secondary and special schools within the GwE region
- There will be no cost to the programme; GwE will fund supply.
- The programme is specifically designed to develop External Mentors supporting Newly Qualified Teachers during their Induction year.

**Mentoring—What is it?**

"Our quality of listening determines the quality of the conversation we inspire" according to Ben Renshaw (2005), whilst Hook et al. (2006) put it this way: "mentors know lots of answers, while a coach knows most of the questions".

The CUREE framework distinguishes between related processes as follows:

- Mentoring is a structured, sustained process for supporting professional learners through significant career transitions.
- Specialist coaching is a structured, sustained process for enabling the development of a specific aspect of a professional learner’s practice.

**Key Principles:**

The external mentor has a key role in the induction process. All external mentors provide high quality mentoring for the NQT during their statutory induction period, supporting the development of the NQT’s practice and gathering of evidence against the PTS.

The external mentor works with the school based mentor to provide additional tailored support and mentoring directed at supporting the NQT to meet the requirements of induction. The external mentor takes account of the evidence provided by the school based mentor in determining the nature of the support.
The Role of the External Mentor:

- Establish effective professional relationships with NQTs and school staff.
- Work collaboratively with GwE and the Appropriate Bodies to deliver an efficient and effective system of statutory induction.
- Synthesise information and evidence effectively.
- Record outcomes of findings accurately and concisely.
- Recognise the attributes of quality teaching and learning.

Training Programme Objectives:

1. To ensure that participants understand the professional development opportunity presented by the role of an External Mentor.
2. To inform participants about the Practicing Teacher Standards and the Induction Framework.
3. To ensure that the participants understand their particular roles and responsibilities as External Mentors.
4. To ensure that participants understand how to maintain their records.
5. To prepare the participants for the particular requirements presented by the Induction framework, i.e.:
   - coaching and mentoring;
   - observation;
   - assessment;
   - recommendation

Training Events

All training events will be advertised in the GwE weekly bulletin;
Sign up for the bulletin @: [http://www.gwegogledd.cymru/communication/bulletin](http://www.gwegogledd.cymru/communication/bulletin)
EM must register to attend each event.

**EVENT 1**

**External Mentor Initial Training for Statutory Induction (1 day)**

This one day training event for the EM, will provide guidance to the function and role of the Appropriate Body (AB) and the external mentor (EM). The use of the Education Workforce Council (EWC) web site for recording progress during the induction year and managing the programme.

The day will focus on the following components of the Induction Mentor programme:

1. The Practising Teacher Standards
2. The Induction Framework
3. Being an Induction Mentor
4. EM schedule and documentation
5. Gathering and recording evidence
6. Assessment and recommendations
7. Short term supply (STS)
8. The role of outside bodies
Course Provider: GwE
EMs will be invited to register for ONE of the available dates and venues. Venues will be spread across the Region with a choice of either Welsh or English medium.

**EVENT 2**

**Observing, Mentoring and Coaching NQTs (1 day)**
This second day training event for the EM, will provide guidance, strategies and resources focused on the remaining components to the External Mentor programme:
- Classroom Observation
- Giving feedback
- Coaching and mentoring

Course Provider: GwE
EMs will be invited to register for ONE of the available dates and venues. Venues will be spread across the Region with a choice of either Welsh or English medium.

**EVENT 3**

**Standardisation (1/2 day)**
Yearly event ensuring quality assurance across the region
Update training session will be arranged for External Mentors (EM) on the EWC website, the NQT induction programme and standardisation.
- Updates from the Welsh Government
- Online access using the EWC website.
- Quality assurance of the induction process and sharing examples of completed documentation.
- Standardisation (viewing documents from other consortia)
- Questions and answer session.

Course Provider: GwE
EMs will be invited to register for ONE of the available dates and venues. Venues will be spread across the Region with a choice of either Welsh or English medium.
Everyone’s Role and Responsibility
EVERYONE’S ROLE AND RESPONSIBILITY

THE ROLE AND RESPONSIBILITY OF THE NQT

Starting the induction period

The NQT should:

- Inform the school that they are an NQT and on their Induction year.
- discuss the PTS with the SBM in the context of their CEP
- agree their development priorities considering national, local and school priorities alongside the priorities from their CEP and the PTS
- consider how to gather evidence against the PTS and begin completing the Statutory induction profile
- agree the timetable of observations for the first term for NQTs employed full time, or for NQTs employed part time, by the time the NQT has completed 140 sessions
- agree a schedule for regular reviews of progress and support

Supervision and support during the induction period

The NQT should:

- participate in training and development activities
- identify and maintain a record of evidence of meeting the PTS using the on line Statutory induction profile.
- meet with the SBM at regular intervals to review progress against the PTS.
- agree development priorities and support
- meet with the EM to review progress against the PTS.
- maintain a record of employment verified by the head teacher of the school(s)
- regularly log into their records at EWC to ensure EWC is kept fully informed of status and is notified of each period of employment including regularly checking of online record.
The Head Teacher and School Role

Schools employing a NQT (including NQTs who are working as short-term supply teachers) must provide the NQT with day-to-day support throughout their induction, work in close collaboration with the external mentor and provide evidence at the end of the induction period that will contribute to the final assessment of the NQT by the appropriate body. It is the head teacher’s responsibility to ensure that this support is provided and that a school-based mentor is allocated to each NQT.

Schools must ensure compliance with the requirements set out in the School Teachers’ Pay and Conditions Document (Department for Education) which requires that NQTs do not teach for more than 90 per cent of the time that a teacher at the school would be expected to teach.

Schools are eligible for funding to support this reduction in teaching timetable and this can be claimed on a termly basis. Funding is administered by the EWC and further information and claim forms can be found on the EWC website at www.ewc.wales.

This non-contact time is in addition to the statutory 10 per cent non-contact time for planning, preparation and assessment (PPA) which is an entitlement for all teachers covered by the School Teachers’ Pay and Conditions Document.

Induction for newly qualified teachers in Wales Guidance circular no: 017/2014 Date of issue: September 2014
Everyone’s Role and Responsibility

**THE APPROPRIATE BODY ROLE**

The appropriate body has the overall statutory responsibility for the supervision and training for all NQTs and for making the final decision at the end of the induction period as to whether the NQT has passed, failed, or requires an extension to their induction.

The appropriate body is responsible for ensuring that the induction of all NQTs comprises a programme of professional learning, monitoring and support based around the core priorities of literacy, numeracy, reducing the impact of poverty on attainment, ALN and behaviour management; as well as ensuring that NQTs develop their skills in reflective practice, effective collaboration, coaching and mentoring, and effective use of data and research evidence.

The appropriate body must inform the EWC of the outcome of induction for all successful inductees, and also those who fail induction or have their induction period extended within the timescales specified in the Regulations. The appropriate body should upload all induction results via the EWC website at www.ewc.wales.

The appropriate body must ensure that effective and robust quality-assurance systems are put in place so that all NQTs receive the highest quality induction support. The methods of quality assurance should be determined at a consortium level to ensure that there is consistency in approach across Wales.

**Who acts as the appropriate body?**

For maintained schools and non-maintained special schools, the school’s local authority must serve as the appropriate body.

Independent schools must seek the agreement of a local authority that they will act as the appropriate body before induction is offered to a NQT at the school. Not all independent schools are able to offer an induction period that meets the requirements of the induction regulations. The appropriate body should therefore satisfy itself that an independent school meets all of the requirements of the statutory induction of NQTs in Wales before the induction period commences and that this remains the case throughout the induction period.

**Making the final decision at the end of the induction period**

It is essential that the appropriate body’s decision as to whether a NQT has met the PTS is fair, consistent and rigorous.

The appropriate body must base its decision on the written recommendation received from the external mentor and the NQT’s school. The appropriate body must also consider any written representations received from the NQT themselves in relation to their final assessment.

The appropriate body will consider evidence presented in the Induction Profile. If the NQT does not have sufficient evidence to demonstrate that they have met the PTS, before making a decision that the NQT has failed their induction, the appropriate body must consider whether an extension to the induction period would be appropriate.

*Induction for newly qualified teachers in Wales Guidance circular no: 017/2014 Date of issue: September 2014*
Useful Information
# Useful Information

## North Wales Consortium

<table>
<thead>
<tr>
<th>Local Authority</th>
<th>Induction Coordinator</th>
<th>Telephone Number</th>
<th>E-mail or Website</th>
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<tbody>
<tr>
<td>Conwy</td>
<td>Eifion Roberts</td>
<td>07909895972</td>
<td><a href="mailto:eifion.roberts@outlook.com">eifion.roberts@outlook.com</a></td>
</tr>
<tr>
<td>Denbighshire</td>
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<td>07909895972</td>
<td><a href="mailto:eifion.roberts@sirddinbych.gov.uk">eifion.roberts@sirddinbych.gov.uk</a>  <a href="mailto:eifion.roberts@denbighshire.gov.uk">eifion.roberts@denbighshire.gov.uk</a></td>
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