Dear Colleague October 23rd 2020

NQT INDUCTION IN WALES Update

Please read this guidance alongside the other three attachments-some action may be needed now.

I am writing to you to welcome you and to introduce myself. My name is Mike Jones and I am one of the Education Advisors at Excell Supply. I am one of a number of ex teachers and school leaders who will be available to support you alongside your account manager.

One of my main roles is to coordinate NQT support and mentoring. Usually, I would be organising face to face meetings to provide you with the information you need about the NQT the induction process. Instead, we are sending out information and will be available by email or phone to try and answer any questions which you may have. We will also offer face to face meetings when safe to do so. Information on this website has been updated to reflect the current guidance in Wales during the COVID 19 restrictions.

There are certain actions which you need to take depending upon your circumstances. If you have already started your induction please scroll down to the section at the bottom of the page.

Teachers who have recently started and who wish to complete their NQT induction should carry out the following actions

Firstly, you will need to send a copy of the induction notification form to the EWC. This is in addition to the EWC registration form which you needed to complete in order to work in Wales. The induction notification form can be emailed or printed and posted to the address on the form. I would recommend that you do both and that you do this now as it takes a while for them to process the forms and register you as an NQT

Secondly, you will need to study the Interim Induction Guidance and Q and A provided by the Welsh Government. It’s a good reference and explains how the process works if you are on a contract or on supply. This is just in place for this academic year.

Thirdly, please be familiar with the information below, which I believe to be the most useful things to know if you are completing induction through supply.

Completing Induction on Supply

When your induction notification form is received by EWC they will send you a log in for their system. The system allows you to set up, through Pebblepad, your induction profile (IP)

They will also allocate you an external verifier (EV) and notify your EV of your inclusion on their list. The EV will contact you in the Autumn Term, usually after half term.

When you get access to your IP there are two things which you need to complete.

The first is to get a copy of the document which was given to you as you left University-the one with your targets on for the future-its known by different names depending upon which institution you were trained at. eg ‘learning passport’ ‘profession entry profile’ (If you are not sure about what this looks like we can help you )

You need to upload this document-this will be known as your CEP ( career entry profile )

The second thing you need to do is to complete the self evaluation exercise in the grid provided in your IP....it takes each of the five teaching standards and asks you to outline what you are most confident with and least confident with.

When you have completed the uploading of the CEP and the self evaluation exercise it gives you the option of completing step 1, which you should do as you can then move on.

Your external verifier will expect you to have completed these and they will use the information to agree your initial targets with you.

During the induction process, you will have review points and meetings with your EV, who will arrange to observe at least one of your lessons.

You will be asked to write about your professional learning experiences (PLEs) and upload supporting evidence. This will help to demonstrate that you have met the professional teaching standards.

We at Excell Supply will be available to help you with this process. For example, if you would like some additional lesson feedback or need to discuss your evidence.

Your EV will also support you and will check your evidence and IP on a regular basis.

You will also be contacted by GWE and your local authority with regard to the training which they organise. Each local authority appoints an AB ( approved body ) who is the person who oversees NQT training and induction in their own area.

When we have notification of any training we will circulate the information. We have already sent out some dates provided by Flintshire and Wrexham for on line sessions.

Our NQT mentor Mike Jones can be contacted if you need any help or guidance. Please contact Mike by emailing [mike@excell-supply.com](mailto:mike@excell-supply.com) or text 07769 705458

Supply teachers who have already started induction should carry out the following steps

Check that you have done the above plus the following

Ensure that you log your teaching sessions ( work as a TA does not count ) and keep a signed record of where you have been just in case EWC asks for the sessions to be verified.

Be ready for your EV to make contact over the next week or two by completing your CEP and self evaluation steps and think about possible targets.

Be proactive in terms of evidencing your professional learning experiences so that you are ready to complete some of step 2

PLEASE NOTE The temporary guidance says you need only 110 sessions ( normally 380 )

You will only be considered for completing induction if you have also had at least one successful observation, met your targets as agreed with your EV and also completing your PLEs to show how you have met the teaching standards.

If you’re in a school which has contracted NQTs try and have a conversation or try and ask if you join in any after school training-its all helpful evidence if you can

NB If you are given a contract by a school your EV stays with you and you continue with this process, which has been designed to be flexible.