



# Induction checklist

Good practice for  
NQTs in schools

# A checklist of good practice for NQTs (and QTLs)

If the answer to any of the questions below is NO then, as a newly qualified National Education Union member, you should discuss the matter with your workplace representative, in the first instance. Ask a colleague if you are unsure who your representative is. If there is no representative in your workplace you should contact the National Education Union on 0345 811 8111.

- ◆ Have you passed all of the QTS Skills Tests (only if you trained in England)?
- ◆ Are you currently a member of the Society for Education and Training (SET) – (QTLs only)?
- ◆ Have you been assigned an induction tutor (England) or induction mentor (Wales)?
- ◆ Have you been encouraged to be involved in planning your induction programme?
- ◆ Have you been provided with a schedule for all your induction activities, including observations, professional reviews of progress, targeted professional development activities and formal assessment meetings?
- ◆ Do you receive copies of all written records relating to your assessment?
- ◆ Have you been given the name of someone at the appropriate body with whom you can raise concerns about your induction?
- ◆ If applicable, have you been appointed an external verifier (only if you are teaching in Wales)?
- ◆ Are you satisfied with the content and/or delivery of your induction programme?

- ◆ Do you receive your entitlement to a reduced teaching load? The School Teachers' Pay and Conditions Document (STPCD) states you must not teach for more than 90 per cent of the time of other main pay range teachers (without responsibility points) in the school. Is this in addition to your 10 per cent PPA time?
- ◆ Are you receiving your salary on time?
- ◆ Do you feel your job description is reasonable?
- ◆ Are you teaching the age range and/or subjects for which you have trained (Wales) or have been employed to teach (England)?
- ◆ Have you got the resources to support the pupils in your class?
- ◆ If you are working as a supply teacher in England with a contract of a term or more, has your head teacher agreed in advance that the period of your employment will count towards induction?
- ◆ If you are working as a supply teacher in Wales, are you aware that every supply session counts towards your induction? Have you completed the Induction as a Short-Term Supply Teacher Notification Form on the Education Workforce Council website?
- ◆ Have you received your contract of employment, timetable, induction support arrangements and all relevant school policies?
- ◆ Do you feel confident that you know what is expected of you during your induction period, including how to use your career entry profile (Wales)?
- ◆ Do you have easy access to a copy of either the Welsh Government circular or Department for Education statutory guidance on induction?

**To access our full induction guides go to [neu.org.uk/induction](https://neu.org.uk/induction)**



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