

NQT Induction: Induction paperwork and record keeping summary

This is an overview of the key documents that must be kept as a record of progress towards meeting the Teachers' Standards independently and consistently by the end of the induction period.

Reference should be made to the **Teachers' Standards** in all documentation, and all documents should be **signed (or initialled) and dated**.

Record	Responsibility	Frequency	Verification	Comments
Induction Log	NQT	Update weekly	Signed and dated at the professional review meeting (PRM) by the induction tutor	This is a chronological record of the professional development activities undertaken by the NQT. It does not need extensive detail but should evidence a wide range of CPD, including how the NQT time is used each week. It should link to any identified areas for support. It could include meeting with the SENCo, observing other teachers, attending courses, staff meetings
Professional Development Plan (PDP)	NQT and induction tutor	Review as appropriate and formally every half term in the PRM	Signed and dated at the professional review meeting (PRM) by the induction tutor and NQT	Key objectives, linked to the Teachers' Standards are recorded on the PDP. These are identified through evaluation of the NQTs strengths and areas for development. There does not need to be an objective for each standard. The evaluation should be a record of the discussion between the NQT and induction tutor to review the impact of any actions taken.
Professional Review Meeting (PRM) record	NQT and induction tutor	Formal review meeting at least every half term	Signed and dated by NQT and induction tutor	This is a formal review of the NQT's progress towards meeting the Teachers' Standards. It should include: A review of objectives from the PDP, linked to the most recent lesson observation A discussion of key priorities for the next period A review of the impact of professional development activities Clear reference to the Teachers' Standards must be made throughout.
Weekly meeting notes	NQT and induction tutor	Weekly	Signed and dated by NQT and induction tutor	Schools often record the weekly meeting notes on the PRM form. These weekly notes should be an accurate record of the professional dialogue between the NQT and induction

				tutor. They reflect on any previous actions and the impact of these in securing the Teachers' Standards.
Teachers' Standards evidence form (TSEF)	NQT	Updated each time evidence is noted	Signed and dated by the induction tutor	The NQT must provide evidence from each term for each standard. The induction tutor must review this regularly and verify that the information included by the NQT is accurate. A decision about whether the evidence indicates the standard is not yet met, met or exceeded should be recorded. There is no requirement for a portfolio to be kept.
Lesson observation form	Induction tutor, headteacher or person observing the NQT	At least half termly	Signed and dated by NQT and induction tutor	Evaluative statements linked to teaching and learning should be recorded, rather than a description of the lesson. The Teachers' Standards that are the focus for the lesson should be agreed beforehand, linked to the PDP, and recorded at the top. All aspects of teaching, learning and assessment should be considered in the commentary. A judgement in relation to the standards that are the focus should be recorded at the bottom of the form.
NQT self evaluation of an observation	NQT	At least half termly	Signed and dated by NQT and induction tutor	The NQT should be given time to record their own evaluation of the lesson, prior to feedback. They should be encouraged to record strengths and areas for development linked to teaching and learning and the impact on children. Clear reference to the standards in focus should again be made.
Formal termly assessment	NQT, induction tutor, headteacher	Termly	Submitted to Appropriate Body	This document should summarise the term by using all of the above documents as a reference. There should be no surprises. Areas for development should be reflected in the next term's PDP. The form can be completed jointly with the NQT or drafted by the induction tutor and then shared. The discussion of the formal termly assessment must be recorded in a PRM.
Interim assessment	NQT, induction tutor, headteacher	As required	Submitted to Appropriate Body	This assessment for is only used if an NQT is leaving prior to the end of a formal assessment period.