



NQT INDUCTION PROGRAMME

Service Level Agreement

Ignite Teaching School Alliance NQT Induction Programme

Service Level Agreement

Service Description

This Service Level Agreement outlines the expected responsibilities of the employing school and Ignite Teaching School Alliance as the appropriate body in ensuring a successful induction period for an NQT. Ignite are committed to providing the highest quality training and support possible to ensure the rapid development of NQTs registered on this programme. Unless otherwise agreed, the service agreement will run from 1st September 2016 for one year. If you seek any clarification on any element of this agreement or need to register for a period of less than the full academic year please contact us to discuss this.

Responsibilities of the school

By agreeing to this Service Level Agreement and registering their NQTs on the Ignite Teaching School Alliance NQT Induction Programme employing schools agree to:

- Ensure that attendance at training events are an expected commitment for both mentoring/induction staff prior to the period beginning and the NQTs themselves throughout the induction period;
- Provide each NQT with a mentor who has the capacity to be able to support the NQT fully and ensure they have attended Ignite NQT Mentor Training;
- Provide an in school induction programme that compliments the training offered by Ignite. Support on setting this up is given at the Induction Staff twilight session in September;
- Ensure that employees being registered as an NQT with Ignite Teaching School Alliance have been awarded QTS and are eligible for induction;
- To observe the NQT within the first 2 weeks of term and upload this observation to the NQT manager system;
- Provide termly assessments on time;
- Ensure all necessary staff are given access to the Ignite NQT Manager online platform and that this is used appropriately;
- Notify Ignite TSA immediately of any concerns of issues with registered NQTs;
- Prepare appropriately for visits and/or other activities
- Abide by all other expectations as set out in the [statutory guidance and regulations for NQT induction \(5.2 – NQT, 5.3-5.5 – Headteachers/Principals, 5.6 – Induction Tutors, 5.11 – Governing Bodies\)](#)

Responsibilities of the Appropriate Body

As per paragraph 5.7- 5.9 of the [statutory guidance on newly qualified teacher \(NQT\) inductions for headteachers, school staff and governing bodies](#), Ignite Teaching School Alliance will ensure that:

- Head teachers/principals (and governing bodies where appropriate) are meeting their responsibilities in respect of providing a suitable post for induction;

- the monitoring, support, assessment and guidance procedures in place are fair and appropriate;
- where an NQT may be experiencing difficulties, action is taken to address areas of performance that require further development and support (see advice on additional support);
- where an institution is not fulfilling its responsibilities, contact is made with the institution to raise its concerns;
- induction tutors are trained and supported to be able to carry out their role within their own setting;
- head teachers/principals are consulted on the nature and extent of the quality assurance procedures it operates, or wishes to introduce;
- any agreement entered into with either the FE institution or the independent school's governing body is upheld;
- the head teacher/principal has verified that the award of QTS has been made;
- the school is providing a reduced timetable in addition to PPA time;
- the NQT is provided with a named contact (or contacts) within the appropriate body with whom to raise concerns;
- FE institutions (including sixth-form colleges) are supported in finding schools for NQTs to spend their mandatory ten days teaching children of compulsory school age in a school;
- NQTs' records and assessment reports are maintained;
- agreement is reached with the head teacher/principal and the NQT to determine where a reduced induction period may be appropriate or is deemed to be satisfactorily completed;
- a final decision is made on whether the NQT's performance against the relevant standards is satisfactory or an extension is required and the relevant parties are notified;
- and they provide the National College for Teaching and Leadership with details of NQTs who have started; completed (satisfactorily or not); require an extension; or left school partway through an induction period.

Inclusive Induction Programme Offer

In addition to the above statutory requirements, Ignite TSA offers a full programme of support and development that is inclusive in the service charge. This includes:

- A full day of mentor training prior to the induction period starting
- An evening session of support for the staff members responsible for overseeing induction in the school
- Three conferences and two twilight training sessions to ensure rapid development of NQTs
- A QA visit to the school inclusive of lesson observation undertaken by an SLE
- An end of NQT celebration event and a commitment to providing guidance on further development opportunities through Ignite Teaching School Alliance
- Providing a simple and streamlined online process for submitting NQT assessments

- Ensuring that reminder emails are sent in advance of deadlines for assessment submission
- An online bank of documents and supporting resources including lesson observation forms and the handbooks
- Provide a quick response to requests from schools for information advice and guidance

Cost

For the services outlined above the costs are as follows:

£495 per NQT for the full induction period

£200 per term per NQT for a reduced induction period (please contact us if this is a consideration)

Payment is requested by invoice in September

What is not included within this Service Level Agreement

Additional Support

Where an NQT may be experiencing difficulties additional support and visits can be arranged by mutual agreement. These supporting visits will be carried out by an SLE who Ignite identify to aid the progress in specific areas that are deemed in need of development by the school and the appropriate body. These days will be charged at £350.

Extended Period of Induction

If an NQT requires to extend the induction period a further terms cost will be incurred along with additional supporting visits (as outlined above) if necessary

Appeals

If a school decides to appeal the decision of the appropriate body to the National College of Teaching and Leadership, all costs associated with this appeal will have to be met by the employing school.

Termination of agreement

There are instances whereby this agreement will be terminated on an individual basis:

- If the NQT resigns from the post before the end of the induction period
 - In the event of an NQT leaving post before the end of the induction period the school will be refunded for any unused portion of the service charged rounded up to the nearest half term.
- When the appropriate body (Ignite Teaching School Alliance) has decided that the NQT has satisfactorily completed the induction period and has reported this to the National College for Teaching and Leadership
- In the event of extension or failure of the induction period, when any appeal process with the NCTL has been concluded

Registering NQTs and activating the agreement contract

Please complete the below service level agreement form in order to register your NQTs on the Ignite Programme. Upon receipt of this agreement Ignite will give you access to the NQT manager where you the school will be responsible for uploading the correct employment details of each NQT the service is being provided for. The uploading of NQT details activates the contract.

We, the undersigned, wish for Ignite Teaching School Alliance to act as the appropriate body for the inductions of NQTs for the Academic Year 2016-2017. We agree to the fee and the commitments of both NQTs and supporting/mentoring staff as outlined in the SLA documentation and wish to access the inclusive induction programme.

Name of school/academy:	
We wish to enrol () NQT(s) at the cost of £495 per NQT on the annual inclusive induction programme	
The names of the NQT(s)	
Name of staff member responsible for NQT provision/induction:	
Email address of staff member responsible for NQT provision/induction:	
Signature of staff member responsible for NQT provision/induction:	
Name of Head teacher/Principal:	
Signature of Head teacher/Principal:	
Date:	