



## Cheltenham Bournside School & Sixth Form Centre

### **Support and induction as a Newly Qualified Teacher (NQT) at Cheltenham Bournside School**

I would like to take the opportunity to outline the provision and support that is in place for you as a Newly Qualified Teacher at Cheltenham Bournside School. As part of my role as Assistant Head I oversee your NQT induction year and I am your induction mentor for the year. In addition to my support you will be assigned a personal mentor who will be based in your subject area. The purpose of this is to ensure you are, as a new member of staff to Cheltenham Bournside School, effectively supported in understanding and coping with your new role.

As a new member to the teaching profession you will be invited to an induction day prior to starting at the school. This is a full day of training in the term prior to starting which will provide information and training, and important aspects of school life which are needed immediately by new employees. Topics included are:

- School Behaviour Code including Rewards and Sanctions
- Being a tutor including assemblies
- Use of Electronic Registration and laptops.
- Procedures in the Sixth Form
- School Management Structure – who to see for what
- Duties
- School communication and meeting systems
- Induction procedures, performance management and professional development
- Inclusion Support and SEN
- ICT
- Health and Safety procedures
- Educational visit procedures
- The Learning Centre and the Reading centre

In addition to this training you will be allocated a mentor – this is likely to be the same person as your line manager. The Role of the Mentor is to provide you with regular professional review meetings and help to oversee the holistic view of your progress as a NQT, which includes looking at teaching, planning, your role as a tutor, progress made, contributions to extra curriculum provision of the school, marking and they will observe you teaching every 6-8 weeks. The approach throughout the year should be a collaborative approach. The Newly Qualified Teacher is part of the process of action planning focusing on areas/ activities for development. Your mentor will ensure that as a new member of staff you have access to a Bournside Staff Handbook and you have somebody to talk with to support you throughout your first year.

In my Role as the Induction Tutor I will meet with you to complete your 3 formal assessments that form part of your NQT year. These formal assessments consist of a lesson observation prior to end of term assessment and a formal assessment meeting. As a newly qualified teacher you will also have a reduced timetable for the first academic year.

As a resource we use an on-line tracker aligned with the Teacher Standards which is owned by the NQT and they can use this with their mentor as a tool for recording evidence and tracking areas/activities for development throughout the year

As a new member of staff you will be joining a school that is forward thinking in its approach to Continuing Professional Development (CPD). We have a personalised menu for teaching staff that incorporates a variety of activities that engage staff with sharing best practice and ensuring teaching and learning is the best it can be. These opportunities include whole staff training options, peer observations, teaching and learning forum sessions, personal planning and development time, departmental development time, focused workshops, and time for performance management and review.

*Quotes from NQTs this year*

*"As a well-supported NQT in a vibrant and forward thinking school, I have been given fantastic opportunities to develop schemes of work and provide whole-school initiatives to further improve teaching and learning"*

*"I've been given the opportunity to develop schemes within my department, also take responsibility of how the department budget is spent and opportunities to contribute to extracurricular school life in a stimulating and supportive environment"*

*"I always knew my NQT year would be hard work, which is why I am so happy that I got the post at Bournside. The level of support has been exemplary. In addition, the students here are fantastic and being a large school means you gain a range of experience."*

I hope this gives you a feeling for how your first year in the teaching profession would be at Cheltenham Bournside School and I look forward to meeting you.

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Sally Lees  
Assistant Head teacher