



Woodfield Teaching School Alliance

NQT Appropriate Body Service for Primary, Secondary and Special Needs Schools

2017/18



- ✓ Register and monitor NQTs
- ✓ Advice and guidance given to Headteachers/ Principals, Governors, Induction Tutors and NQTs
- ✓ Effective Coaching and Mentoring training for Tutors and Mentors
- ✓ Daily support for Headteachers /Principals and Induction Tutors
- ✓ Statutory induction for NQTs and NQT Tutors
- ✓ NQT Induction Information Pack and Handbook for NQTs Induction Tutors, Headteachers and Governing Bodies
- ✓ Quality assurance of assessment forms against the Teacher's Standards
- ✓ Provide access to up to date guidance documents



Woodfield Teaching School Alliance NQT ABS and Induction Programme Primary and Special 2017/18



A multi-layered approach to the core values and key competencies that underpin high quality teaching and learning!

The WTSA will be providing a professional service, which will include:

- Register and monitor NQTs progress via on line database system “NQT Manager” - <https://woodfield.nqtmanager.com> - and report to the National College for Teaching and Leadership (NCTL)
- Statutory induction for NQTs
- Advice and guidance given where NQTs are at risk of failure and support provided where necessary
- Advice and guidance provided on the Induction of NQTs for Headteachers / Principals, Governors, Induction Tutors and NQTs
- A 'Getting Started' session and introduction to the Induction process for NQTs meeting Autumn/ Spring/ Summer
- Statutory training for Induction Tutors
- Effective Coaching and Mentoring training for Tutors and Mentors
- NQT Induction Information Pack and Handbook for NQTs, Induction Tutors, Headteachers and Governing Bodies
- Quality assurance of assessment forms, against the Teacher’s Standards
- Daily support for Headteachers /Principals and Induction Tutors
- Provide access to up to date guidance documents

The most comprehensive NQT Induction Programme:

- Getting Started – Statutory Induction to NQTs and Tutors
- Positive Behaviour Management
- Communication with Parents
- Planning and Differentiation in EYFS, KS1 and KS2
- SEND: Creating an Inclusive Environment
- SEND: Supporting Students with Autism
- SEND: ADHD, EDB, Global Developmental Delays
- Assessment for Learning
- Working Effectively with TAs
- Moderation
- Supporting Pupils with English as a Second Language
- English: Reading and Writing
- Maths
- Science
- Computing
- Phonics: Letters and Sounds
- Gymnastics
- History/ Geography
- EYFS Observations and Assessment
- Art
- Music
- MFL
- Technology
- 2 Practical visits/ Learning Walks at Oakington Manor and Woodfield School
- The Future (Steps ahead looking forward)



And four new courses:

- Growth Mindset - build emotional resilience
- SEND focus dyslexia
- How to stretch and challenge the most able
- Effective Time Management

Cost

Option 1	Package	Cost per NQT
Combined offer	Comprehensive Training Programme Plus Appropriate Body Service	£1000
Option 2	Package	Cost per NQT
Training only	Comprehensive Training Programme	£990
Option 3	Package	Cost per NQT
Appropriate Body Service only	Appropriate Body Service	£290
Option 4	Package	Cost per NQT
Stand alone, pay as you go	Pay as you go Sessions	£85 per course

How to Book

Contact us online:

www.woodfieldtsa.co.uk

wtsa@woodfieldschool.co.uk

Enquiries:

Tel: 020 8205 1977 ext 213



The Primary NQT Training Programme

The Woodfield Teaching School Alliance is offering 24 taught sessions and two half-day focussed visits to schools.

The NQT Induction Programme 2017/18 is running in three different venues – Oakington Manor School, The Village School and Woodfield School using the expertise and SLEs from all the three schools.

Autumn Term	Course Date	Course Venue	Time
Getting Started – statutory Induction	07/09/2017	Woodfield School	13:30-15:30
Positive Behaviour Management	14/09/2017	The Village School	13:30-15:30
English: Reading and Writing	21/09/2017	Oakington Manor School	13:30-15:30
Phonics: Letters and Sounds	05/10/2017	Oakington Manor School	13:30-15:30
Communication with Parents	12/10/2017	The Village School / Woodfield School	13:30-15:30
Planning and Differentiation EYFS, KS1 and KS2	02/11/2017	Oakington Manor School	13:30-15:30
Creating an Inclusive Environment	09/11/2017	Woodfield School	13:30-15:30
Computing	16/11/2017	Oakington Manor School	13:30-15:30
SEND: Supporting Students with Autism	07/12/2017	Woodfield School	13:30-15:30

Spring Term	Course Date	Course Venue	Time
Growth Mindset	11/01/2018	The Village School	13:30-15:30
SEND: ADHD, SEMH, Global Developmental Delays	25/01/2018	The Village School	13:30-15:30
Effective Time Management - build emotional resilience	01/02/2018	The Village School	13:30-15:30
History/ Geography	08/02/2018	Oakington Manor School	13:30-15:30
Maths	22/02/2018	Oakington Manor School	13:30-15:30
Assessment for Learning	01/03/2018	Woodfield School	13:30-15:30
Science	15/03/2018	Oakington Manor School	13:30-15:30
Music	22/03/2018	Oakington Manor School	13:30-15:30

Summer Term	Course Date	Course Venue	Time
Working Effectively with TAs	26/04/2018	Woodfield School	13:30-15:30
How to stretch and challenge the most able	03/05/2018	The Village School	13:30-15:30
Art & Technology	10/05/2018	Oakington Manor School	13:30-15:30
English- Supporting Pupils with English as a Second Language	17/05/2018	Woodfield School	13:30-15:30
PE	07/06/2018	Oakington Manor School	13:30-15:30
SEND focus dyslexia	05/07/2018	Woodfield School	13:30-15:30
The Future - Celebrate Success	12/07/2018	Woodfield School	13:30-15:30



Practical visits to schools focusing on Learning in Action

Course Title	Course Date	Course Venue	Time
Practical visits/ Learning Walks	24/05/2018	Oakington Manor/ The Village School/ Woodfield School	13:30-15:30
Practical visits/ Learning Walks	14/06/2017	Oakington Manor/ The Village School/ Woodfield School	13:30-15:30

NQT Induction Terms and Conditions

By agreeing to act as the Appropriate Body, Woodfield School requires schools to abide by the relevant regulations and the statutory guidance on induction for Newly Qualified Teachers (England) which is underpinned by the following statutory provisions: sections 135A, 135B and 141C(1)(b) of the Education Act 2002, and the Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

When NQTs are registered on NQT Manager, Woodfield School automatically assumes the role of Appropriate Body for the purpose of NQT Induction. Appropriate Body charges will thus apply.

Schools will use the data management and reporting system NQT Manager for registering NQTs and submitting termly reports. Failure to do so may incur an additional administration charge.

Reports must be submitted by the due date as stated by Woodfield Appropriate Body. Late reports (reports submitted after the due date) may incur a £50 charge to cover additional costs unless previously agreed with the AB in advance of the required deadline.

If an NQT leaves the school during the second half of an induction period, a charge of 1 term will apply. This applies to Option 1, 2 and 3.

Where induction is extended, additional Appropriate Body fees will be decided on a case-by-case basis.

Visits by the Woodfield School NQT Induction Coordinator in an Appropriate Body capacity to help moderate judgements where an NQT may not be meeting the Teachers' Standards will be charged if more than one visit is necessary.

By registering NQTs for induction with Woodfield School, schools agree to the charges set out, to these terms and conditions and to the 'Booking terms and conditions'.

Training

- The NQT programme and its costs are separate from the WTSA CPD professional development or leadership programmes.
- Bookings will be treated strictly on a first come, first served basis for courses with restricted place numbers. Confirmation emails will be sent directly to the NQTs who have been offered a place.
- Schools who pay on a course-by-course basis will be charged a non-attendance fee for those NQTs who do not give at least 2 school working days (written/email) prior notice of absence.
- Booked places that are not attended and not cancelled will incur the full charge cost to all schools, including those that have subscribed to the package.