

Suffolk Appropriate Body Induction Service

Service Level Agreement (SLA) between schools and Suffolk Appropriate Body (AB)

This is an agreement between Suffolk Appropriate Body (AB), acting on behalf of Suffolk County Council, and schools that wish to use the service to register NQTs for statutory induction and who meet the eligibility criteria.

Background

Requirement to complete an induction period

Subject to certain exemptions (see Annex B of *Induction for NQTs (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (2016)*) statutory induction is a legal requirement to teach in the maintained sector. All teachers who have obtained Qualified Teacher Status (QTS) after 7 May 1999, by whatever route, must complete an induction period if they are to work in a maintained school or non-maintained special school.

Eligibility to start induction with Suffolk AB

Induction cannot begin until:

- QTS has been awarded
- the NQT is registered for induction with Suffolk Appropriate Body by the employing school and their eligibility verified by the AB
- the AB has agreed to act
- a trained induction tutor has been appointed in line with Paragraphs 2.17, 2.35 & 5.3 of *Induction for NQTs (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (2016)*.

Confirmation of agreement

To subscribe to the Suffolk induction service each NQT should be registered using the proforma on Suffolk Learning website <http://www.suffolklearning.co.uk/leadership-staff-development/newly-qualified-teachers/registering-nqts-for-induction>.

The AB will acknowledge receipt of a registration form and indicate that the NQT is eligible to begin induction by forwarding a copy of the SLA; this will activate the contract.

The service provided

Suffolk AB will fulfil statutory functions assigned to it in the statutory guidance, including quality assurance. These are identified in Section 5 paragraphs 5.7 - 5.9 of *Induction for NQTs (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (2016)*.

The service described below constitutes the SLA for schools and settings for the academic year 2017 – 2018.

Services included in the service charge

In discharging the role Suffolk Appropriate Body will:

- act as the Appropriate Body
- register each NQT with the National College for Teaching and Leadership (NCTL)

- track, monitor and confirm status throughout induction including regular statutory assessment reports, Actions Board meetings and keeping NCTL informed as required
- process relevant paperwork informing the NQT, the school and NCTL of the outcome at the end of the induction period
- provide a Suffolk Handbook for Suffolk NQTs and Induction Tutors for each headteacher/principal or induction tutor; this will be issued via induction tutor training sessions
- provide a Suffolk Handbook for Suffolk NQTs and Induction Tutors for each NQT; this will be issued to the school upon receipt of a registration form and eligibility has been checked
- respond to requests from schools for information, advice and guidance
- maintain documents on the website to enable schools and settings to be updated on induction arrangements
- provide supplementary support materials on the website
- assess requests to reduce the length of the induction period, where appropriate, including AB Quality Assurance and validation of progress against The Teachers' Standards
- process Golden Hello payments to eligible NQTs

When an NQT is experiencing difficulties:

- provide Quality Assurance visits and formal discussions where appropriate
- support action planning and target setting with school NQT coordinator or induction tutor
- attend case conference meetings with school/Professional Associations and HR as relevant
- validate school's judgement of progress towards meeting the Teachers' Standards through the NQT Actions Board

When an NQT is undertaking an extended period of induction:

- provide additional support, monitoring and validation of progress
- attend case conference meetings with school or setting/Professional Associations, HR as relevant
- support the school with preparation for any NCTL induction appeal/dismissal proceedings

Services not included in the service charge

CPD events for NQTs beyond the Welcome Session. CPD events for induction tutors beyond induction tutor training.

Termination of agreement:

For each NQT registered this agreement terminates:

- if the NQT resigns from the post before the end of the induction period
- when the NQT comes to the end of their contract with the employing and registering school
- when the AB has determined that the NQT has satisfactorily completed the induction period and has reported this to the NCTL
- in the event of failure or extension of the induction period, when any appeal process with the NCTL has been concluded.

Complaints

Formal complaints will be considered by the Assistant Director for Education and Learning

They should be addressed to:

Assistant Director for Education and Learning

Children and Young People's Services

Endeavour House

8 Russell Road

Ipswich

Suffolk

IP1 2BX

Contacts:

The Suffolk Appropriate Body NQT Induction Service can be contacted through:

Celia Moore

Suffolk AB and NQT Standards and Excellence Officer

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Emma Hepburn

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