

The NQT Essential Checklist

Here is a quick and easy check-list to make sure that **you** are eligible to start **your** induction support programme and that you are fully aware of your roles and responsibilities. If there are any questions that you tick NO, please refer to Joanne Neasham (jneasham@abbeyfed.darlington.sch.uk). **Any questions in bold and red are prerequisites i.e. if the answer is NO, you cannot start your induction, and any induction that you undertake will be invalid and have to be repeated! All other questions highlight what the essential elements are to a successful induction support programme.**

QUESTION	YES	NO
If you completed your Initial Teacher Training (ITT) after May 2001, have you passed all of the relevant skills tests?		
Have you been awarded QTS?		
Do you have a Headteacher at your school?		
Has an Appropriate Body been notified that you have started your induction?		
Are you receiving a reduced timetable (in addition to your PPA/non contact time, as specified in the School Teachers' Pay and Conditions Document)?		
Have you been assigned an Induction Tutor?		
Have you discussed your Career Entry and Development Profile (CEDP), or equivalent, with, and made it available to, your Induction Tutor?		
Have you familiarised yourself with the relevant standards?		
Do you have the details for your named contact at your Appropriate Body?		
Have you and your Induction Tutor planned an individualised and structured induction programme?		
Have regular formal assessment meetings between you and your Induction Tutor been set up?		
Has your Induction Tutor set up a programme of observations and feedback/progress reviews?		
If you are undertaking your induction part-time, have you agreed how long your induction programme will be?		