



## Science handbook...Staff NQT Policy

### Introduction:

It is the intention of all experienced staff to fully support NQTs within The Science Department. In addition to the normal support, mentoring and monitoring of NQT staff, integration of the NQT is paramount so that the NQT may successfully complete their induction year in line with their personal career profile.

### Purpose:

- To explain Science and School administrative procedures which will enable them to complete the necessary tasks efficiently.
- To demonstrate the available resources, departmental schemes of work and other materials.
- To give the NQT opportunity to observe and be observed so that their teaching experience may be widened.
- The NQT will be able to have the marking of coursework, class work, homework and other assessment criteria informally moderated in order to maintain and support uniformity of marking.

### Guidelines.

- The following are required to be fully explained to The NQT on arrival.
- The department development plan.
- KS 3 & 4 Schemes of work and curriculum issues.
- Attainment and achievement targets for KS3 & 4.
- Use of the school discipline system.
- Use of the school pastoral system.
- The departmental system of ordering.
- A copy of the department handbook.
- Familiarity with the school discipline system.
- Access to departmental resources including schemes of work, help sheets, end of module test and other resources.
- Training on moderating and recording assessment.
- Training on the use of The School Planner.
- Arrangements for observations should be made by The NQT with those teachers whose timetables allow for observations. It is suggested that

observations occur at least once per half term. Each lesson observation should be followed by an informal discussion to maximise the learning experience.

- Priority for resources, labs e.t.c. should always be given to the NQT by other Science Staff members.
- Arrangements for observing the NQT should be made by the HOD and Senior Management.
- Teacher with feedback being given shortly after lesson observations.
- Other support should always be offered by more senior or experienced members of staff regarding:
  - Classroom management issues.
  - Subject knowledge.
  - Use of resources.
  - Personal development and performance management.
  - Report writing and assessment.
  - Time management.