

**Appropriate Body – Harrogate Grammar School
Teaching School for the Red Kite Alliance**

Red Kite Alliance
Harrogate Grammar School
Arthurs Avenue
Harrogate HG2 0DZ



NQT Induction Final Assessment & Recommendation Form:

Instructions for completion

- Where tick boxes appear please insert “X”.
- The head teacher/principal should retain a copy and send a copy of this completed form to the appropriate body within 10 working days of the NQT completing the assessment period.
- The original copy should be retained by the NQT.
- Hard copies will be required at certain stages of assessment, particularly for signature, unless they are submitted on-line with the necessary authentication in place of signatures. This can be done if the form is sent from the headteacher’s email address once all other parties have completed and approved their sections.
- Full guidance on statutory induction can be found at <http://www.education.gov.uk/schools/leadership/deployingstaff/b0066959/induction-newly-qualified-teachers>.

NQT’s Personal Details:

Full name		Former name(s) (where applicable)	
Date of Birth	National Insurance Number	DfE Teacher Reference Number	Date of QTS Award
Name of Institution (school or college)			URN Number

Appropriate body receiving this report: **Harrogate Grammar School**

Recommendation:

<input type="checkbox"/>	The above named teacher has performed satisfactorily against the Teachers’ Standards for the completion of the induction period.
<input type="checkbox"/>	The above named teacher has not performed satisfactorily against the Teachers’ Standards for the completion of the induction period.
<input type="checkbox"/>	The above name teacher should have their induction period extended.

Date of start of final assessment period:	
Date of end of final assessment period:	
Either Number of terms completed during this final assessment period	
Or Number of days completed during this final assessment period:	

Does the NQT work:	Full time		Part time	
Number of days of absence during the entire induction period:				
Confirmation of Induction:				
I confirm that the NQT has received a personalised programme of support and monitoring throughout the induction period in line with statutory guidance.				
Include the number of days reduction to the induction period to be served by the NQT where this has been agreed with the appropriate body as outlined in paragraph 3.5 of the statutory induction guidance at http://www.education.gov.uk/schools/leadership/deployingstaff/b0066959/induction-newly-qualified-teachers).				
If a reduction to the NQT's induction period has been given to reflect previous teaching experience as outlined in paragraphs 3.2-3.4 of the statutory guidance, please give details here:				

Assessment of progress against the Teachers' Standards:

The head teacher/principal or induction tutor should record, in the box below, brief details of the NQT's progress against the Teachers' Standards including:

- strengths;
- areas for further development, where progress is satisfactory; and areas of concern
- evidence used to inform the judgements; and,
- where appropriate, targets to be met.

Comments **must** be in the context of and make reference to each specific Teachers' Standard which can be found at: <http://www.education.gov.uk/schools/leadership/deployingstaff/a00205581/teachers-standards1-sep-2012->.

Please continue on a separate sheet if required.

Assessment of progress against the Teachers' Standards (continued):-

Comments by the NQT:

The NQT should record their comments or observations on their induction to date.

Please reflect on your time throughout your entire induction period and consider:

- whether you feel that this report reflects the discussions that you have had with your induction tutor and/or head teacher/principal during this assessment period; and
- whether you received your full range of entitlements in accordance with regulations and guidance (<http://www.education.gov.uk/schools/leadership/deployingstaff/b0066959/induction-newly-qualified-teachers>)
- areas where you feel you require further development/support/guidance when looking towards the next stage of your career?. Please indicate these as part of your comments in the box below.

I have discussed this report with the Induction Tutor &/or Headteacher:	Yes		No
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I have the following comments to make:

This form should be signed below, unless it is being sent electronically, in which case it must be sent from the head teacher/principal's mailbox and copied to the NQT and induction tutor.

Headteacher/Principal's Full name (Print):

Signature:

Date

NQT's Full name (Print):

Signature:

Date

Induction Tutor's Full name (Print):

Signature:

Date

For Official Use only:

Checked and verified on behalf of the Appropriate Body

Signed:

Date

Full name (Print):

Position (Print):

Comments:

Please sign, scan and return to redkitealliance@harrogategrammar.co.uk and/or post to:
NQT Induction Team, Red Kite Alliance, Harrogate Grammar School, Arthurs Avenue, Harrogate, HG2 0DZ