

SERVICE LEVEL AGREEMENT BETWEEN
Middlesex University Initial Teacher Education Department

AND

Hounslow C8 Cluster

For

Programme of NQT Induction Training

October 2015 – June 2016

1. Introduction

This document records the agreement between Middlesex University and the Hounslow C8 cluster about the programme of NQT induction training that Middlesex University will provide and the charges that the Schools will pay to Middlesex University for each NQT.

As part of Middlesex University's commitment to teachers' Professional Learning and Development (PLD), the programme of NQT training reflects the needs of teachers at this important time in their professional development, as well as responding to the priorities for PLD detailed in the NQT survey completed by our partner schools and schools who have employed Middlesex trainees in 2014/15.

Flexible programme design

The programme includes 9 whole day sessions (Tuesdays). Whole day sessions rather than half days are preferred, as research and our experience suggest that when teachers are involved in professional development activities for a whole day, he/she is able to focus more fully on the PLD experience.

Induction tutor/Mentor participation

Induction tutors/mentors are invited for the first part of the initial and final sessions to work with the NQTs using the Career Entry and Development Profile as a starting point for a professional dialogue and to set initial targets. The final session will be to reflect on the induction year, set targets that could be carried forward to appraisal and discuss future role within school. The intention of inviting induction tutors/mentors is to provide time away from school to focus on the individual induction process, to share the expertise of induction tutors and mentors from across the cluster, participate in the induction programme, identify any professional development needs of the mentors and to recognise the crucial role that induction tutors and mentors play in NQT professional learning and development.

We can also offer up to 3 **joint observations of NQTs** with the Middlesex University Link Tutor to support the Quality Assurance of NQT induction and to give an external verification of the monitoring process. This would be provided at additional cost, to be arranged at mutually convenient points during the year for the school, NQT and Middlesex University tutor. Additional training for Induction tutors and/or mentors can be provided on request.

2. Services from Middlesex University

(a) Middlesex University will provide the following sessions:

Autumn Terms 1&2	Middlesex University Sessions
Session 1 20/10/15	Induction: Making the most of your NQT Induction Period Induction Tutor/Mentor to attend morning session <ul style="list-style-type: none"> • Overview of programme, including end of programme task – Digital Story • Review CEDP <ul style="list-style-type: none"> ○ Set initial targets • Establish NQT Professional Learning Community <ul style="list-style-type: none"> ○ Focussed tasks to be completed between sessions to consolidate and develop learning • Establish Learning Partners <ul style="list-style-type: none"> ○ Professional support for colleagues in another setting • Peer observation (minimum of 3 over Induction Period)
Session 2 10/11/15	Promoting effective learning through proactive teaching <ul style="list-style-type: none"> • Behaviour Management • Establishing a positive Learning Culture • Classroom organisation to support effective learning
Session 3 01/12/15	REDS Session (Review, Evaluate, Discuss and Share) Inclusion <ul style="list-style-type: none"> • Planning to meet the needs of all learners

	<ul style="list-style-type: none"> ○ MAG&T ○ SEND ○ EAL ○ Pupil Premium
Spring Term	Middlesex University Sessions
Session 4 12/01/16	<p>REDS Session (Review, Evaluate, Discuss and Share) Assessment</p> <ul style="list-style-type: none"> • AfL • Assessing without levels; developing a common language • Using data to support progress including PPR Meetings
Session 5 09/02/16	<p>REDS Session (Review, Evaluate, Discuss and Share) Managing your work load Working with others</p> <ul style="list-style-type: none"> • Parents/Carers • Colleagues in schools • External agencies
Session 6 08/03/16	<p>REDS Session (Review, Evaluate, Discuss and Share) English</p> <ul style="list-style-type: none"> • Guided reading workshops • Phonics, Spelling, Punctuation and Grammar • Developing boys as writers
Summer Term	Middlesex University Sessions
Session 7 19/04/16	<p>REDS Session (Review, Evaluate, Discuss and Share) – Reminder re: End of programme task Maths</p> <ul style="list-style-type: none"> • Effective Guided Maths • Using Mathematics across the curriculum • Smarties maths
Session 8 17/05/16	<p>REDS Session (Review, Evaluate, Discuss and Share) Extended Learning</p> <ul style="list-style-type: none"> • Outdoor learning • Trips/Visitors • Home Learning • Reporting to parents
Session 9 14/06/16	<p>REDS Session (Review, Evaluate, Discuss and Share) Preparing for your career ahead including Appraisal Induction Tutor/Mentor to arrive for celebratory lunch and attend afternoon session</p> <ul style="list-style-type: none"> • Presentations <ul style="list-style-type: none"> ○ 10 minute presentation by Learning Partners highlighting the most effective elements of the programme in developing teaching and learning
Suggested School Focus in addition to Induction Tutor/Mentor led personalised induction plan	
<ul style="list-style-type: none"> • 6x observations of NQT (first by end of week 2) • Up to 3x joint observations with Middlesex University Link Tutor (additional cost) • School specific safeguarding and health & safety training (term 1 only) • Identification of key staff (term 1 only) • IEPs, class profiles • 3x NQT observes experienced colleagues • 6x detailed planning monitoring with NQT • 3x NQT peer observations with Learning Partner • 6x Review class progress end of each term • 6x Review NQT progress end of each term • 3x Agree NQT's formal assessment with NQT and appropriate staff 	

(b) The intellectual property belongs to Middlesex University and can only be used by them within the context of service delivery.

3. Services by the School

- (a) Each C8 school will register with Middlesex University the NQTs for whom training is required and ensure that they participate positively in the relevant professional development and training.
- (b) If the school registers an NQT, they will invite, where possible, induction tutors/mentors to the first part of the initial and final sessions to work with the NQTs using the Career Entry and Development Profile as a starting point for a professional dialogue and to set initial targets.
- (c) C8 schools will work towards fulfilling the suggested school focus in section 2.1 above to facilitate the effectiveness of the NQT training programme.
- (d) The C8 schools will provide a suitable venue for the training sessions.

4. Charges

For registration of the NQT(s), the School will pay the following charges to the University of Middlesex

Charges for Middlesex University NQT Induction Training Programme		
(a)	for registration of each individual NQT	£800
(b)	For registration for 3 joint lesson observations with a Middlesex University link tutor	£500

Reduced Charges: Reduced charges in the case of cancellation or de-registration are set out in Section 5.

Additional Charges: The Provider will set a rate for additional services as set out in Section 2

5. Administration

- a) The school will register itself and the NQTs for whom it requires training with Middlesex University by signing this service level agreement.
- b) Middlesex University will notify the C8 School(s) of the dates of the training programme.
- c) The School may change the name of its registered NQT(s) at any time up to but not later than the start date.
- d) The School may notify the Provider in writing that it wishes to cancel its registration of NQT(s)
 - i. If the School cancels on or before the start of the autumn term, Middlesex University will make no charge.
 - ii. If the School cancels the registration of an NQT after the start date, and if the group size of NQTs falls below the optimum size for financial viability, that is 12 NQTs, Middlesex University reserves the right to charge the full fee for the NQT.
 - iii. The Provider will charge the full fee per teacher in all other cases.

Invoices

- e) Middlesex University will invoice the School, for all charges.

6. Problem management and lines of communication

(a) Any concerns relating to the services provided by Middlesex University for the programme of NQT induction should in the first instance be referred to Mr Darren McKay, the ITE primary Partnership Manager. If a resolution cannot be found, the concerns will be escalated in the first instance to Dr Victoria Brook, Head of ITE, and, if required, with Dr Debbie Jack, Head of Education, Middlesex University. Middlesex University staff will at all times seek to find an appropriate solution with colleagues within the C8 Hounslow schools to ensure the continued smooth running of the programme.

(b) If Middlesex tutors have any concerns relating to services provided by any of the schools, these would be raised with C8 school head teachers with a view to ensuring continued smooth running of the programme.

(c) If, the designated trainer or observer is unable to attend and provide the service as arranged due to unforeseen circumstances Middlesex Education department will ensure that the session is rearranged at a mutually convenient time for both parties as soon as possible.

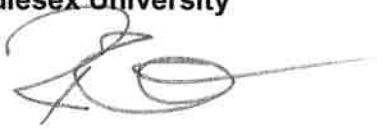
7. Registration Form

Name of School:	
Name of Head Teacher:	
Phone:	E-mail:

The School registers with the Provider as an NQT induction training participant and requires support for the following NQT(s):

Name(s) of NQT participants	Training Sessions Only (Yes/No)	Training Sessions and 3 Joint Lesson Observations (Yes/No)

(Add more rows as necessary)

SIGNATURES	
Dr Richard Beaumont Role: Deputy Dean, School of Health and Education	
Signed for and on behalf of: Middlesex University 	Signed for and on behalf of: (Insert Name of School)
Date: 3-12-15	Date: