



# NQT primary training programme

2018–2019



hackney  
learning trust

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## WELCOME

**This induction package offers NQTs access to a comprehensive and tailored programme of training and support throughout their first year of teaching.**

The Programme consists of fourteen half days taught sessions and thirteen half-day focused visits to schools. Each half day taught session focusses on one aspect of practice. Most taught sessions are followed by a half-day session the following week where NQTs visit each other's schools in 'Learning Triads'. This gives the NQTs the opportunity to visit other schools, to observe lead practitioners and to share, observe and analyse each other's practice in the aspect of work which had been discussed the previous week. The 'Learning Triad' members change each half-term to enable NQTs to see a wide range of practice. The programme has been tailored to meet the needs of NQTs and reflects their priorities for each term during the year. A half day's safeguarding training is also included in the programme.

The taught sessions take place at The Tomlinson Centre. Please note that in 2018–2019 there will be two cohorts. This will enable those schools that have a significant number of NQTs to arrange cover more easily and allow us to be able to offer places to more NQTs from Hackney and beyond. The Thursday cohort will attend their taught sessions on Thursday mornings. The Friday cohort will attend their taught sessions on Friday mornings.

Once allocated to a group, it will not be possible to change between the two. The cost of the training is **£1,175**. This cost includes the charge for us to act as your NQT appropriate body, the support for induction mentors and for the administration of NQT assessment paperwork. The charge for this if bought separately would be **£310** per year.

Should you require any further information about the programme, please contact Sara Morgan at [sara.morgan@learningtrust.co.uk](mailto:sara.morgan@learningtrust.co.uk). We look forward to working with you to give the NQTs in your school the best possible start as they embark on their teaching careers.

Best wishes

**Sian Davies**

Interim Director of Education  
Hackney Learning Trust



the  
tomlinson  
centre

For more information visit  
[www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk)





## LEARNING TRIADS

A key element of the primary NQT programme is Learning Triads.

Each half term NQTs are placed in groups of three, a Learning Triad. The NQTs will visit the school of one member of the group, observe a lead practitioner and have the opportunity to reflect on the practice seen.

The focus of each visit is the content of the taught session delivered the week previous. It is the NQT's responsibility to organise and co-ordinate this part of his/her learning. The groups are changed each half term to give NQTs the opportunity to visit a wide variety of schools. To get the most from the NQT programme it is advised that NQTs should attend all taught sessions and all triads.

## LEARNING TRIAD DATES

THURSDAY COHORT	FRIDAY COHORT
Thursday 27 September 2018	Friday 28 September 2018
Thursday 11 October 2018	Friday 12 October 2018
Thursday 8 November 2018	Friday 9 November 2018
Thursday 6 December 2018	Friday 7 December 2018
Thursday 17 January 2019	Friday 18 January 2019
Thursday 31 January 2019	Friday 1 February 2019
Thursday 14 February 2019	Friday 15 February 2019
Thursday 7 March 2019	Friday 8 March 2019
Thursday 21 March 2019	Friday 22 March 2019
Thursday 2 May 2019	Friday 3 May 2019
Thursday 6 June 2019	Friday 7 June 2019
Thursday 13 June 2019	Friday 14 June 2019
Thursday 20 June 2019	Friday 21 June 2019

**NQT ASSESSMENT DUE DATES**

**AUTUMN 2018**  
Tuesday 11 December 2018

**SPRING 2019**  
Tuesday 26 March 2019

**SUMMER 2019**  
Tuesday 16 July 2019

**NQT PERSONAL DEVELOPMENT SESSIONS**

**½ DAY SESSION**

Thursday 18 October 2018

Thursday 22 November 2018

Thursday 28 March 2019

Thursday 9 May 2019

**EFFECTIVE COACHING PROVISION FOR NQTs**

**½ DAY SESSION**

2pm – 5pm

Wednesday 19 September 2018

This session covers looking at child protection, legislation and roles and responsibilities.

**VENUE**

Tomlinson Centre, Hackney

This session is for NQT induction tutors and mentors. We ask that both new and experienced mentors attend this session at which trainers will give an overview of the programme and explain how mentors can best support NQTs throughout the year.

The LA who acts as Authorising Body will present the last hour of the session on statutory requirements and paperwork that schools are required to submit.

**ORGANISATION AND CLASSROOM CLIMATE**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 20 September 2018

This session supports NQTs to set up an effective learning environment and establish classroom routines.

**BEHAVIOUR MANAGEMENT**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 4 October 2018

This session outlines a positive approach to managing behaviour.

**TIME MANAGEMENT**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 1 November 2018

This session explores systems of organisation and time management which can be used to support and improve health and well-being.

**CLEAR, SHARED OBJECTIVES AND SUCCESS CRITERIA**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 15 November 2018

This session looks at how to agree clear objectives with pupils and what feedback can be given to help them to achieve these goals.

**THE POWER OF FEEDBACK**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 29 November 2018

This session helps NQTs to consider the purpose of marking, the effectiveness of feedback and how they can have a positive impact on pupils' learning.

**SAFEGUARDING**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 13 December 2018

This session covers looking at child protection, legislation and roles and responsibilities.

**MATHS**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 10 January 2019

This session will focus on key knowledge, progression and common misconceptions in maths.

**WRITING FOR REAL**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 24 January 2019

During this session an approach to motivating and exciting children as writers will be shared.

**READING BY SIX**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 7 February 2019

This session covers a sequential approach to developing speaking and listening and to teaching reading, writing and spelling through systematic phonics.

**MAKING LINKS EXPLICIT**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 28 February 2019

NQTs will be shown how to use data and gap analysis to track pupil progress and to identify gaps in learning.

**QUESTIONING AND DIALOGIC TEACHING**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 14 March 2019

This session explores how differentiation can be used to ensure that all learners' needs and interests are accommodated.

**PRINCIPLES OF LEARNING**

**½ DAY SESSION**

8.15am – 11.30am

Thursday 25 April 2019

This session will focus on research and development in cognitive science to explore how children learn.

## USING THE LESSON STUDY MODEL

### ½ DAY SESSION

8.15am – 11.30am

Thursday 23 May 2019

This session introduces NQTs to the lesson study process where groups of teachers work together to improve learning outcomes in their classrooms.

## THE FUTURE

### ½ DAY SESSION

8.15am – 11.30am

Thursday 4 July 2019

This session will provide an opportunity for NQTs to reflect on their developing practice and to identify the next steps for professional and career development.

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**Please note mentors should attend either the Thursday session or the Friday session.**

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8.15am – 11.30am  
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**TIME MANAGEMENT**

**½ DAY SESSION**

8.15am – 11.30am  
 Friday 2 November 2018

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**½ DAY SESSION**

8.15am – 11.30am  
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## PRICE LIST

NQT primary training programme price list for maintained and non-maintained schools.

### COST FOR NQT APPROPRIATE BODY ONLY

ORDER CODE	DESCRIPTION	COST PER NQT*
23/NQT/001	NQT Appropriate Body Only	£310 for year
23/NQT/005	NQT Appropriate Body (1 term)	£105

### COST INCLUDE NQT PRIMARY TRAINING PROGRAMME AND NQT APPROPRIATE BODY

ORDER CODE	DESCRIPTION	COST PER NQT*
23/NQT/003	Full NQT Programme – Early Years & Primary Schools	£1,175
23/NQT/009	Full NQT Programme (1 term) – Early Years & Primary Schools	£410

### \*PLEASE NOTE:

- All prices exclude VAT
- Additional charges apply for services that require school visits by Leadership and Management Advisers e.g. fast track.

## ORDERING AND BOOKING

To access the Hackney Learning Trust Primary NQT programme please place an order for the programme, then register your NQT on the Hackney NQT Manager system.

### ORDERING

To place an order for either the NQT Programme or Appropriate Body, please visit our Services for Schools Website [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk) and click on the Professional Training tab.

If you prefer not to order online, you can complete the order form which can be downloaded from our services for schools website. Please be sure to provide all the relevant information requested, especially the product code, product description, NQT names, quantity and cost and email to [nqtadmin@learningtrust.co.uk](mailto:nqtadmin@learningtrust.co.uk)

### REGISTERING YOUR NQT

Once you have placed an order for the NQT Programme or Appropriate Body, you will need to register your NQT(s) online with Hackney LA as the appropriate body using the NQT Manager Programme.

Details of how to do this can be found at <https://hackney.nqtmanager.com>

### OTHER INFORMATION

#### NQT queries

Please contact the NQT team on **020 3076 1515** or email [nqtadmin@learningtrust.co.uk](mailto:nqtadmin@learningtrust.co.uk)

### NEW CUSTOMERS

If you are placing an order with Hackney Learning Trust for the first time, you will need to register for an account with us. This can be done by clicking on the log-in/Register button on our website [www.hackneyservicesforschools.co.uk](http://www.hackneyservicesforschools.co.uk). Alternatively you can complete an order form and email it to the NQT team at [nqtadmin@learningtrust.co.uk](mailto:nqtadmin@learningtrust.co.uk)

### PRICES

All prices listed are correct at the time of publishing. However, Hackney Learning Trust reserves the right to amend prices from time to time. Up-to-date prices will be posted on the Services for Schools website or available on application.

Terms and Conditions apply, these can be viewed on our website

For more information contact Natasha Jahoor (NQT Administrator) on **020 3076 1515**.

### NOTE:

If you register on the Hackney NQT Manager system without placing an order for the programme, this will be taken as consent for HLT to place an order on your behalf.

# the tomlinson centre

A modern, flexible and affordable training and conference venue based in the heart of vibrant East London.



Part of Hackney Learning Trust  
Queensbridge Road, London E8 3ND  
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[learningtrust.co.uk](http://learningtrust.co.uk)  
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