



Quick guide to the induction profile

Section	Content	Responsibility for completion	Sent to	Copies kept by
1	Personal information NQT's personal information	NQT	SBM sends to: <ul style="list-style-type: none">• LA/AB 15 working days after the start of the NQT's employment• EM on request	SBM NQT EM AB
2a	Developmental targets NQT and SBM agree development targets	SBM (working with NQT)	SBM sends to: <ul style="list-style-type: none">• LA/AB 15 working days after the start of the NQT's employment• EM on request	SBM NQT EM AB
2b	Progress reviews Three reviews of development completed by SBM working with NQT, including: <ul style="list-style-type: none">• first progress review• second progress review• third progress review and summative assessment	SBM (working with NQT and with possible contributions from the EM)	SBM sends Section 2b with Section 3 to LA/AB and EM on completion of: <ul style="list-style-type: none">• first whole term/140 sessions• second whole term/280 sessions• third whole term/380 sessions	SBM NQT EM AB
3	Evidence of meeting the PTS NQT records evidence of meeting PTS and signposts the specific documents	SBM (with support from SBM and EM)	SBM sends Section 3 with Section 2b to LA/AB and EM on completion of: <ul style="list-style-type: none">• first whole term/140 sessions• second whole term/280 sessions• third whole term/380 sessions	SBM NQT EM AB
4	Log of periods of induction NQT records sessions accrued and headteacher validates	SBM (validated by headteacher(s))	SBM sends Section 4 with Sections 2b and 3 to LA/AB and EM on completion of: <ul style="list-style-type: none">• first whole term/140 sessions• second whole term/280 sessions• third whole term/380 session	SBM NQT EM AB