



NIPT

An Clár Náisiúnta Ionductaithe do Mhúinteoirí
The National Induction Programme for Teachers

NIPT Induction Programme 2015-2016

Information Booklet

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An Clár Náisiúnta Ionductaithe do Mhúinteoirí The National Induction Programme for Teachers

September 2015

Dear NQT,

Welcome to the National Induction Programme for Teachers (NIPT) 2015-2016.

Having completed your initial teaching qualification you are now entering the next phase on the continuum of teacher education. We wish to assure you that the National Induction Programme for Teachers will be here to support you throughout the year ahead.

The Induction Programme is a flexible learning programme, funded by the Department of Education and Skills, and designed to meet the particular professional learning needs of newly qualified teachers. The programme, which is coordinated by the National Induction Programme for Teachers (NIPT), builds on the learning that took place during initial teacher education. It can be tailored by an NQT depending on his or her particular circumstances. Subject to an overall minimum of 20 hours of professional learning, NQTs may combine school-based professional learning activities with off-site workshops. Engagement in the Induction Programme is a requirement for all newly qualified teachers wishing to be fully registered with the Teaching Council.

Professional development (PD) will be central to your success and effectiveness as a teacher as you make your way along the continuum of teacher education. The NIPT Induction Programme is the starting point for that process of PD, and we hope that you enjoy and benefit from participation in the programme. We welcome feedback from you throughout the year, thus enabling the NIPT to innovate and develop the workshop programme.

We, at the National Induction Programme for Teachers, look forward to supporting you as you embark on the induction phase of your career and we take this opportunity to wish you every success in the future.

Le gach dea-mhéin,

Mary Burke
NIPT National Coordinator

To ask for support is a sign of strength...



NIPT

The National Induction Programme for Teachers NQT Workshop Programme in association with ATECI



What is the Workshop Programme?

- ~ The NIPT Workshop Programme is a series of two-hour workshops, designed to support the professional development of Newly Qualified Teachers (NQTs)
- ~ The programme, run in collaboration with ATECI (Association of Education Centres of Ireland), Department of Education and Skills (DES) and the Teaching Council, is facilitated by practising teachers from local schools, in each of the 21 full-time education centres
- ~ The topics for the workshops are informed by feedback from NQTs, facilitators, schools, national and international research and system needs
- ~ It is a registration requirement with the Teaching Council for NQTs to complete 20 hours of Professional Development (PD). Please see Workshop Programme Overview 2015-2016 for details of this PD

What is the function of a workshop?

- ~ To afford NQTs an opportunity to engage in professional dialogue with other NQTs on topics pertinent to everyday classroom practice
- ~ To build on learning from Initial Teacher Education (ITE)
- ~ To further develop professional knowledge, skills and attitudes
- ~ To foster professional relationships with other NQTs from both primary and post-primary sectors
- ~ To share learning experiences and encourage reflective practice

What is the structure of a workshop?

- ~ Each workshop is two hours in duration, with approximately 20-25 participants
- ~ Connections are actively made to prior learning by reflecting on key messages from ITE
- ~ A series of activities guide the discussion and affords NQTs an opportunity to reflect on theory in practice
- ~ A variety of methodologies are used to promote discussion
- ~ NQTs are encouraged to share knowledge and expertise
- ~ An NQT booklet complements content in each workshop
- ~ References are made to current and relevant DES documentation e.g. School Self-Evaluation, Well-Being in Schools, Child Protection

What are the challenges?

- ~ Connecting with a wide variety of ITE providers
- ~ Meeting the professional and pedagogical needs of NQTs who find themselves teaching in a wide variety of contexts
- ~ Accommodating the needs of NQTs who are not teaching
- ~ Ensuring a standardised and consistent workshop programme experience for all NQTs
- ~ Providing for flexibility within the organisation of the workshop programme, to accommodate the varied needs of NQTs, while also recognising the logistical arrangements at local education centre level

How have we responded to the challenges?*

- ~ Acknowledging 6 hours of school-based PD, for NQTs participating in the Droichead pilot and for NQTs in schools with an NIPT Mentor, towards the PD requirement**
- ~ Acknowledging three cluster meetings for NQTs who are in Droichead schools towards the PD requirement [6 hours]
- ~ Providing two cross-sectoral workshops on a non-teaching day . Child Protection and Inclusion [4 hours]
- ~ Providing two online workshops (Child Protection and Planning) in Term 2, 2016

What happens when the workshop programme is completed?

- ~ At the end of each month, NIPT Workshop Administration collates and transfers information (school-based hours, Droichead cluster meeting attendance and workshop attendance received from all education centres) to the Teaching Council. The Teaching Council then removes the Induction Programme requirement from the registration of those NQTs who have completed the 20 hour PD requirement
- ~ Continued support and CPD is offered through the local education centre and other support services

* An Evaluation of the NIPT Workshop Programme for NQTs 2012/2013; NQT Workshop Evaluations 2013-2014

** Further information on Droichead on page 9



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Workshop Programme Overview 2015-2016

The NIPT, in collaboration with the Education Centre Network (ATECI), facilitates a Workshop Programme for newly qualified primary and post-primary teachers (NQTs). The Workshop Programme consists of a series of 13 primary and 12 post-primary workshops, facilitated by practising teachers who have received training from NIPT. It is a Teaching Council registration requirement for all NQTs who have completed their initial teacher education since July 2012 to participate in the Workshop Programme. In the academic year 2015-2016 more flexibility and choice have been built into the Workshop Programme (see NQT Guidelines section for further details).

The workshops are interactive and based on practical learning experiences. Opportunities are afforded to NQTs to build on the learning experiences at Initial Teacher Education (ITE) level and to engage in professional dialogue with other NQTs, based on current learning experiences and needs. Three of the workshops are delivered on a cross-sectoral basis to both primary and post-primary NQTs and the remaining workshops are delivered on a sector-specific basis. Feedback from NQTs and NIPT Facilitators indicates that NQTs benefit from sharing ideas and experiences with NQTs from both sectors.

The series of workshops is offered through each of the 21 full-time education centres throughout the country. NQTs can register for the NIPT Workshop Programme, whether in employment or not, with their local full-time education centre. Please visit www.ateci.ie for details of all education centres.

Quotes from NQTs across the country:

“Excellent facilitator created warm, open environment...”

“Very effective workshop. Interesting and useful. I will put these ideas into practice”

“Lean leis an obair iontach.”

“Excellent for giving scenarios and sharing experiences”

“... Materials and resources given were excellent.”

“Very informative and engaging facilitator.”



ATECI

● Full Time Centres
◆ Part Time Centres

Region 1
Region 2
Region 3
Region 4
Region 5
Region 6

Education Centre Network





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If you are a Newly Qualified Teacher (NQT), you can:

1. **Register** for the NIPT Workshop Programme through your local education centre
2. Visit the **NIPT website** www.teacherinduction.ie for information, resources and support

NQTs who are **teaching outside of Ireland** and who have queries regarding the Induction Programme should contact the Teaching Council (info@teachingcouncil.ie)

The NIPT offers a range of supports to NQTs:

www.teacherinduction.ie

A source of information, resources and support throughout the year

Website Support

Workshop Programme

A series of workshops at local education centre level with a practical classroom focus

School-Based Support

Provided by the school principal, mentor and other school staff

Professional Support Groups

Additional support is available in small group settings in areas such as Numeracy, Literacy, Planning, Assessment, Resource teaching

School Support Service

If extra support is needed, school visits can be arranged to support NQTs and Mentors. Please download the School Support Request Form from the NIPT website. Telephone and email support are available as required. The NIPT also delivers whole school presentations on request.

Please visit www.teacherinduction.ie for further information on these supports, or email info@teacherinduction.ie



NIPT

NQT Workshops (Primary)

| | |
|---|---|
| <p>Teacher Professionalism and Well-Being (Cross-Sectoral) NIPTWS01</p> <p>This workshop is designed to provide NQTs with an opportunity to explore and reflect on some of the professional issues that may arise for NQTs as they begin their teaching career. Key aspects include the Teaching Council Code of Professional Conduct for Teachers, working with other adults in a professional setting, caring for the voice, an outline of probationary requirements (Primary), getting started with planning and maintaining a work/life balance.</p> | <p>Behaviour for Learning NIPTWS09</p> <p>This workshop builds on the Classroom Management workshop by focusing on teaching behaviour(s) essential for learning. The Behavioural, Emotional and Social Difficulties: A Continuum of Support -Guidelines for Teachers (NEPS: 2010) is a key reference for this workshop which aims to give NQTs an understanding of the Classroom Support Process and the development and use of Individual Behaviour Support Plans. Relevant case studies and resources will be examined and participants own concerns will also be explored.</p> |
| <p>Planning and Preparation: What is required? NIPTWS02</p> <p>This workshop is designed to support NQTs to plan in a focused, effective and efficient manner. Requirements regarding planning, preparation and recording of progress are discussed and clarified. This workshop uses the guidelines for long term planning and short-term planning and provides examples of planning templates which can be used to support NQTs work over the year. Opportunities to discuss strategies and share ideas will be a central element of this workshop.</p> | <p>Child Protection and Safety (Cross Sectoral) NIPTWS10</p> <p>This workshop is informed by Circular 0065/11 (DES), Child Protection Procedures for Primary and Post-Primary Schools (DES: 2011) and the guidelines on Well-Being in Post-Primary Schools (2013). Key responsibilities for teachers with regard to child protection and safety are outlined, including dealing with disclosures, route of referral, and procedures for reporting and recording.</p> |
| <p>Classroom Management & Organisation: What do I need to focus on? NIPTWS03</p> <p>This workshop provides NQTs with an opportunity to reflect on the concept of an effective teaching and learning environment. The following topics are explored in this context: positive relationships, the social and learning environment, effective classroom organisation, a systematic approach to responding to behaviour, and teacher attitudes and behaviours. Opportunities to discuss strategies and share ideas will be a central element of this workshop.</p> | <p>Numeracy: Developing good practice in mathematics teaching -How? NIPTWS11</p> <p>The focus of this workshop is the practical implementation of the principles of good mathematics teaching in everyday classroom practice. Emphasis is placed on the development of number sense, mathematical language, problem-solving skills, and mental and oral maths activities in the classroom. The primary mathematics curriculum and LITERACY AND NUMERACY FOR LEARNING AND LIFE: The National Strategy to Improve Literacy and Numeracy among Children and Young People 2011-2020 (DES: 2011) are key reference documents for this workshop.</p> |
| <p>Supporting Parents in Education NIPTWS04</p> <p>This workshop focuses on the importance of developing positive working relationships with parents. NQTs are encouraged to work closely with parents to achieve optimum learning outcomes for their pupils/students. Effective communication skills and strategies for building positive relationships are explored through discussion and role play. Parent-teacher meetings, both formal and informal, are a key focus of this workshop.</p> | <p>Múineadh na Gaeilge NIPTWS12</p> <p>Is é príomhchuspóir na ceardlainne seo ná deiseanna a thabhairt do na rannpháirtithe a bheith ag obair i ngrúpaí. Cuirfear béim ar úsáid na teanga agus ar struchtúr an cheachta Ghaeilge, an cur chuige cumarsáide, acmhainní, measúnú agus araile. Beidh deis ag na rannpháirtithe freisin plé le cásanna difriúla ó thaobh mhúineadh na Gaeilge.</p> |
| <p>Assessment: Analysing Classroom Evidence NIPTWS06</p> <p>The aim of this workshop is to build on prior knowledge in relation to assessment methodologies. Resources from www.ncca.ie including Assessment in the Primary School Curriculum: Guidelines for Schools, The Aistear Toolkit and ACTION website are key references for the workshop.</p> | <p>Inclusion (Cross Sectoral) NIPTWS13</p> <p>This interactive workshop will focus on the classroom environment and classroom planning to support inclusion. NQTs will be given an opportunity to reflect on their own individual values, behaviours and attitudes which will determine inclusive practice in their classrooms. Emphasis will be placed on how to develop strategies to ensure that pupils/students with special educational needs are included.</p> |
| <p>Differentiation: Responding to the Needs of all Learners NIPTWS07</p> <p>This workshop provides NQTs with an opportunity to consider and discuss how to respond to the diverse needs of all learners in the classroom. Key elements of the workshop include a discussion on the concept of differentiation, the role of the teacher and the practical implementation of a number of differentiation strategies. Scenario-based discussion and teacher reflection are an integral part of this workshop.</p> | <p>Multi-Grade Teaching in the Primary School NIPTWS14</p> <p>This interactive workshop focuses on four main areas from a multi-grade perspective: differentiation, teaching methodologies, classroom management and planning. Opportunities are afforded to NQTs to engage with a variety of methodologies throughout the workshop. Useful strategies and resources for NQTs subbing in a multi-grade setting are also explored.</p> |
| <p>Literacy: Teaching and Managing a Reading Lesson NIPTWS08</p> <p>The reference for this workshop will be LITERACY AND NUMERACY FOR LEARNING AND LIFE: The National Strategy to Improve Literacy and Numeracy among Children and Young People</p> | |





NIPT

NQT Workshops (Post-Primary)

Teacher Professionalism and Well-Being (Cross-Sectoral) NIPTWS01

This workshop is designed to provide NQTs with an opportunity to explore and reflect on some of the professional issues that may arise for NQTs as they begin their teaching career. Key aspects include the Teaching Council Code of Professional Conduct for Teachers, working with other adults in a professional setting, caring for the voice, an outline of probationary requirements (Primary), getting started with planning and maintaining a work/life balance.

School Self-Evaluation and Planning NIPTWS02

This workshop is designed to assist NQTs to plan in a focused, effective and efficient manner. School Self-Evaluation is discussed and the implications for the planning process are explored. Requirements regarding planning, preparation and recording of progress are presented. This workshop provides examples of planning templates that can be used to support NQTs work over the year. Opportunities to discuss and share strategies and ideas will be a central element of this workshop.

Supporting Parents in Education NIPTWS04

This workshop focuses on the importance of developing positive working relationships with parents. NQTs are encouraged to work closely with parents to achieve optimum learning outcomes for their pupils/students. Effective communication skills and strategies for building positive relationships are explored through discussion and role play. Parent-teacher meetings, both formal and informal, are a key focus of this workshop.

Exploring Learning NIPTWS05

This workshop at its essence will explore what it is to be a learner. It will reconnect with the NQTs understanding of themselves as a learner as developed at ITE and emphasise the impact that the teacher has on students learning. A virtual class will be used by NQTs to help them to investigate the different learning styles students have and adapt their methodologies to meet these needs. Particular emphasis will be placed on the learning profile of students with SEN.

Assessment and Feedback to all Learners NIPTWS06

The workshop aims to equip NQTs with a range of assessment methodologies which can be effectively applied across the curriculum. NCCA materials are central to the workshop and an NIPT A-Z of Assessment across different subjects will be explored in order to look at how different assessment methodologies apply across different subjects. Participants share examples of work to date and examine ways of building and developing assessment to assist with effective planning, teaching and learning in the classroom.

Stretching all Learners NIPTWS07

This workshop emphasises the need to cater for the variety of learners within the classroom and provides subject specific samples and ideas for resources to ensure that all learners are stretched in their learning within the classroom. NQTs are afforded an opportunity to discuss a variety of scenarios that arise in the classroom and are encouraged to reflect on and discuss effective strategies. Challenging learners across the full spectrum, e.g. providing extension activities are included. References to key

Content Based Literacy NIPTWS08

In this workshop the focus for NQTs will be on the skills and strategies that can be used in different classrooms. Using the format of Before, During and After Learning, the NQTs will examine different activities to support literacy development in all subjects. The key reference for this workshop will be LITERACY AND NUMERACY FOR LEARNING AND LIFE: The National Strategy to Improve Literacy and Numeracy among Children and Young People 2011-2020 (DES: 2011). Materials from PDST, SESS and NBSS are all referenced in the workshop.

Evidence Based Behavioural Support NIPTWS09

This workshop builds on the learning at ITE in exploring the additional needs that can be experienced by some students in the area of behaviour management. It will aim to give NQTs an understanding of a range of behaviour management strategies suitable for managing individual and group behaviour. The Guidelines on Behavioural, Emotional and Social Difficulties: A Continuum of Support (NEPS: 2010) is used as a key reference for this workshop. Support materials and resources from DES support services are explored, such as NBSS. There are additional online extension materials if the NQT would like to investigate elements of classroom management.

Child Protection and Safety (Cross Sectoral) NIPTWS10

This workshop is informed by Circular 0065/11 (DES), Child Protection Procedures for Primary and Post-Primary Schools (DES: 2011) and the guidelines on Well-Being in Post-Primary Schools (2013). Key responsibilities for teachers with regard to child protection and safety are outlined, including dealing with disclosures, route of referral, and procedures for reporting and recording.

Numeracy for All NIPTWS11

For Post-Primary NQTs the workshop will focus on how to connect and develop the numeracy dimension across the curriculum and to support school-wide numeracy development. It looks at how teachers can support students in the development of this essential life skill and also how numeracy supports their own subject. Opportunities to discuss and share strategies and ideas will be a central element of this workshop with a view to exploring the numeracy dimension of different subjects. The key reference for this workshop will be LITERACY AND NUMERACY FOR LEARNING AND LIFE: The National Strategy to Improve Literacy and Numeracy among Children and Young People 2011-2020 (DES: 2011).

Transition From Primary to Post-Primary School NIPTWS12

This workshop will focus on the practical skills and strategies that can be of support to students as they move from a primary classroom to a post-primary classroom. A primary and post-primary facilitator will be present and will give valuable insights into the many transitions that occur in the context of supporting and making the best connections with curricula, teaching, learning and social and emotional needs.

Inclusion (Cross Sectoral) NIPTWS13

This interactive workshop will focus on the classroom environment and classroom planning to support inclusion. NQTs will be given an opportunity to reflect on their own individual values, behaviours and attitudes which will determine inclusive practice in their classrooms. Emphasis will be placed on how to develop strategies to ensure that



Droichead - Quick Reference

What is Droichead?

- ~ Droichead, a period of supported professional practice, is a central feature of a new model of induction and probation being piloted in a number of schools. Following satisfactory completion of the Droichead process, newly qualified teachers (NQTs) are confirmed by fellow professionals as having met certain criteria and the Teaching Council will remove the Droichead condition from their registration.

What does it mean, in practice, for an NQT?

In order to fulfil the Droichead condition the NQT has to:

- ~ Engage in a period of **school-based induction**
- ~ Be confirmed by (an) experienced fellow professional(s), as having satisfied certain **criteria**
- ~ Complete a **minimum period** of post-qualification professional practice, which may take place in one or more schools

Who will support the NQT?

- ~ A Professional Support Team (PST) will work collaboratively to support and guide the NQT during the Droichead process. The PST is a team of experienced teachers which includes a principal and a mentor. However, a school may invite a teacher from a neighbouring school to be a member of the PST, provided the teacher has undergone PST training.

What is school-based induction?

- ~ Any professional activity/conversation at school level which affords an NQT an opportunity to reflect on professional practice and adapt and modify that practice accordingly e.g. professional conversations with a mentor/PST member or other colleagues on teaching and learning, observation of teaching and learning and a range of other induction activities.

What are the Droichead criteria?

To satisfy the Droichead criteria the NQT will have:

- ~ Completed a required minimum period of professional practice
- ~ Engaged professionally with the school-based induction activities as established by the Teaching Council
- ~ Demonstrated a satisfactory commitment to quality teaching and learning
- ~ Demonstrated an ability to practise independently as a qualified, fully registered teacher

What are the relevant documents?

- ~ Droichead - A Guide for Schools 2015/2016
- ~ Procedures for Induction and Procedures and Criteria for Probation 2015/2016

What are the steps?

- ~ Ensure that you are registered with the Teaching Council
- ~ Confirm that your school is a Droichead pilot school
- ~ Speak with the principal and /or mentor about the Droichead process in your school
- ~ If you are an NQT in a Droichead school register online with Limerick Education Centre at www.lec.ie using the DR1 form. Inform the PST when you have received the confirmation email from Limerick Education Centre as the Droichead process only commences when you receive the confirmation email from LEC
- ~ Register with the local education centre to attend the workshop programme
- ~ Talk with the PST about the process of having six-hours of school-based mentoring and induction activities acknowledged towards the twenty-hour professional development (PD)



Guidelines for NQTs attending the NIPT Workshop Programme 2015-2016

Please be advised that the Teaching Council Code of Professional Conduct for Teachers (2012) applies to all aspects of the workshop programme

Induction Programme Requirements:

- ~ All newly qualified teachers (NQTs) are now required by the Teaching Council to complete a 20-hour Professional Development (PD) Induction Programme. The NIPT offers a series of workshops at education centre (EC) level. NQTs may choose any 10 of these workshops. Please note that NQTs must choose 10 **different** workshops (see other options detailed below).
- ~ An NQT can register for the workshop programme at an education centre, whether in employment or not. Please visit www.ateci.ie for details of the 21 full-time education centres. NQTs have three years to complete the Induction Programme from date of registration with the Teaching Council. All queries in relation to Teaching Council registration should be emailed to info@teachingcouncil.ie
- ~ At the end of each month, NIPT Workshop Administration collates and transfers information (school-based hours, Droichead cluster meeting attendance and workshop attendance received from all education centres) to the Teaching Council. The Teaching Council will then remove the Induction Programme requirement from the registration of those NQTs who have completed the 20 hour PD requirement.

The following model, comprising several possible elements, has been developed for 2015-2016, in response to requests for increased flexibility and choice:

1. **Evening workshops across the year at local EC level:** a series of 2-hour evening workshops will be available and NQTs can complete 20 hours PD by attending 10 different workshops at local EC level.
 2. **One non-teaching day at local EC level:** There will be two cross-sectoral workshops run on this day - Child Protection and Inclusion. This day will be repeated depending on demand. This day is optional and NQTs who attend may choose to attend one or both of the workshops.
 3. **Online workshops:** Two online workshops (Child Protection and Planning) will be available in term 2, 2016
 4. **Cluster meetings:** These cluster meetings are available to NQTs who are teaching in schools participating in the Droichead pilot. see A) below for further information
 5. **School-Based PD:** This only applies to NQTs who are in schools participating in **Droichead** or in schools with an NIPT trained mentor.
- A)** NQTs who are in schools participating in Droichead may avail of up to 6 hours of school-based work with their mentor or PST, as well as up to 6 additional hours by attending three **Droichead** cluster meetings, to fulfil part of the Teaching Council's 20-hour Induction Programme requirement. The NIPT will provide NQTs with a form for the purpose of recording this PD throughout the year. NQTs who avail of this option must also attend a minimum of 8 hours of the workshop **programme** at local education centre level to fulfil the Teaching Council's 20-hour Induction Programme requirement.

- B)** NQTs who have an NIPT trained mentor at school level and whose school has registered with the NIPT for induction release time for 2015-2016, may avail of up to 6 hours of school-based work with their mentor as part of the Teaching Council's 20-hour Induction Programme requirement. A form will be provided by the NIPT to NQTs for the purpose of recording this type of PD throughout the year. NQTs who avail of this option must also attend a minimum of 14 hours of the workshop programme at local education centre level to fulfil



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Please see table below for summary:

| NIPT Workshop Programme (Evenings) | NIPT Workshop Programme (Non-teaching day) | School-based PD (Droichead** and schools with NIPT mentors only) | Cluster meetings - Droichead schools only | Online workshops |
|---|---|--|--|---|
| - Series of workshops provided in local education centres - NQTs choose to attend 10 different workshops | 2 workshops available on a non-teaching day* Child Protection Inclusion | | 3 cluster meetings for NQTs who are in Droichead schools | 2 workshops will be offered in Term 2, 2016 Child Protection Planning |
| 10 x 2 hours = 20 hours PD | 2 x 2 hours = 4 hours PD | 6 hours PD | 3 cluster meetings = 6 hours PD | 2 x 2 hours = 4 hours PD |

* Please check dates with your local education centre.

** Please note that NQTs in Droichead schools can also count three cluster meetings (6 hours) as part of the induction programme requirement.

Please see below for **some** examples of how 20 hours of PD could be achieved:

Example 1: An NQT could select to attend 10 evening workshops = 20 hours PD

Example 2: An NQT could select to attend 8 evening workshops (16 hours) + 1 non-teaching day (4 hours) = 20 hours PD

Example 3: (Droichead schools and schools with NIPT trained mentors only): An NQT could select to attend 5 evening workshops (10 hours) + 1 non-teaching day (4 hours) + School-based PD (6 hours) = 20 hours PD

Registering for the Workshop Programme:

- “ All NQTs must register with the local education centre and must update the local education centre if his/her contact details change throughout the year or if they change education centres. All enquiries with regard to workshops should be directed to the local education centre.
- “ It is essential that NQTs **accurately** record their names and Teaching Council numbers on all attendance records. Failure to do so may result in a delay in processing attendance records at the end of the year.
- “ Only NQTs who have received a Teaching Council number can register for the workshop programme.
 - “ An NQT may register for the workshop programme at any stage throughout the year.
 - “ It is important to check with the local education centre with regard to communication arrangements e.g. whether EC makes contact with NQTs via text/email/letter/phone.
 - “ If an NQT has any query with regard to the dates, times and venues of workshops he/she should contact the local education centre.
- “ NQTs **must** contact their local education centre if they wish to change from their assigned group or workshop date or venue.



Workshop Programme Structure:

- “ The majority of the workshops are sector-specific. There are three workshops which are cross-sectoral: Teacher Professionalism and Well-Being, Child Protection and Safety, Inclusion. Primary and post-primary NQTs attend the cross-sectoral workshops together and these workshops will be facilitated by both a primary and post-primary facilitator.
- “ Attendance for the full two-hour workshop is a requirement. There are attendance procedures and protocols which must be adhered to by NQTs with regard to all workshops. This is to ensure fairness and consistency in approach throughout the education centre network for all NQTs.
- “ It is the NQTs responsibility to ensure that the workshop attendance record is **signed***. The attendance record will be available at the commencement of the workshop and subsequently placed in an NIPT envelope and sealed. **The facilitator will sign across the seal and cannot open the envelope once it is sealed. Please do not ask a facilitator to record attendance once the envelope has been sealed.** Anyone arriving after that time may stay for the workshop, if they wish to do so, but cannot sign in for that workshop.

* Please note that only workshops where an NQT has signed in on the official attendance record will be recognised for registration purposes with the Teaching Council

- “ In the event of severe weather conditions, NQTs should check with the local education centre to confirm that the workshop is taking place. It is also important to check the local education centre website on a regular basis for workshop updates as there may be changes to the venue/date/time of a workshop.
- “ The workshops will build on the learning experiences from ITE and will afford an opportunity to discuss and share knowledge and experiences with other NQTs.
- “ All NIPT workshop facilitators are working in either the primary or post-primary sectors.
- “ Facilitators will emphasise the practical application of the topics covered.
- “ In the interest of other participants we ask that NQTs participate constructively and engage actively in all the workshops. Please be advised that the Teaching Councils Code of Professional Conduct for Teachers applies to all aspects of the workshop programme.
- “ It is important that all NQTs engage fully with the workshop content as facilitators will endeavour to accommodate the needs of all NQTs.



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The following reflective questions may be helpful:

- What's in it for me if I am currently teaching?
- How might I modify my teaching as a result of this workshop?
- If I have occasional subbing, what could I take away that I could easily implement in a classroom at short notice?
- How might my learning at a workshop inform my response (if I were asked in an interview) with regard to catering for the different learning needs of a class?
- What area of interest would I like to research a little more?

Other Supports provided:

- “ If you do not have a school-based mentor and would like to receive additional support or information on school-based mentoring, your school principal can contact NIPT at info@teacherinduction.ie
- “ A Professional Support Group (PSG) may be hosted by the local education centre in response to the needs of NQTs in a particular area, following attendance at NIPT workshops. Topics at primary level may include Planning and Preparation, Resource teaching, teaching Literacy/Numeracy, Special Educational Needs, Gaeilge, Introduction to Primary Curriculum. Post-Primary NQTs may seek a PSG in subject specific areas. If you wish to request a Professional Support Group in a specific area, please contact your local education centre.
- “ Useful Contacts:
 - www.education.ie (DES)
 - www.teacherinduction.ie
 - www.teachingcouncil.ie
 - www.lec.ie (Limerick Education Centre, Probationary Desk for primary teachers; DR1 for Droichead)
 - www.ateci.ie (Education Centres)
 - www.ncca.ie
 - www.into.ie
 - www.asti.ie
 - www.tui.ie
 - www.pdst.ie
 - www.carecallwellbeing.ie or 1800 411 057 (Information on the Carecall Service)



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Protocol for NQT Concerns

Step: Contact the Education Centre office to discuss concerns





NQT Workshop Attendance Record

| Name | | | | |
|--------|--------------------|-----------|-----------|----------------|
| Sector | | | TC Number | |
| | Workshop Name/Code | Date/Time | EC/Venue | Facilitator(s) |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
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An Clár Náisiúnta Ionductaithe do Mhúinteoirí
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