**Please complete this form and electronically forward to** [**nqt@kyrateachingschool.com**](mailto:nqt@kyrateachingschool.com)

*\*Fields marked with an asterisk must be completed. Where forms are returned incomplete, the NQT cannot be registered.*

**NQT Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Surname\** |  |  | *Contact telephone number* |  |
| *Maiden Name (if applicable)* |  |  |
| *Forename(s)\** |  |  | *NQT School email address\** |  |
| *Date of Birth\*(DD/MM/YY)* |  |  |
| *TRN\* (Teacher Reference Number\*\*)* |  |  | *NQT Personal email address* |  |
| *Date QTS Awarded (refer to certificate)\*(DD/MM/YY)* |  |  |

**Education Institution where the NQT is undertaking induction**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution (School name) |  |  | Name of Induction Tutor |  |
|  | Induction tutor contact email |  |
| Name of school Induction Co-ordinator |  |  | Name of Headteacher |  |
| Induction Co-ordinator email |  |  | Headteacher contact email |  |

**Details of Appointment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Induction start date\* (DD/MM/YY) |  |  | Full Time Equivalent\*  (e.g. 1.0, 0.6 etc.) |  |
| Subject specialism |  |  | Type of post  (delete as necessary) (underline?) | Permanent  Temporary  Supply |
| Key stage(s) to be taught |  |  |
| Is this the first assessment period?\*(please underline) | Yes / No |  | If temporary, insert start date |  |
| If not, how many assessments have been previously completed?\* | One / Two |  | If temporary, insert finish date |  |
| Previous induction institution\* (if applicable) |  |  | Will you be recommending a reduced induction period?  *(If yes, please complete and attach the IPR Kyra Form).* | Yes / No |
| Previous induction Appropriate Body\* (if applicable) |  |  |
| Please tick to confirm previous assessment forms have been checked (if applicable)\*\*\* | Yes |  |

***\*\*Finding your Teacher Reference Number (TRN):*** *On successful completion of an Initial Teacher Training course leading to the award of Qualified Teacher Status (QTS) you will be provided with a TRN by the National College for Teaching and Leadership NCTL). NCTL send this through electronically and it is uploaded onto your student record and you can view this via your student portal home page****. NCTL were replaced by Teaching Regulation Agency – April 2018***

***\*\*\*Checking previous assessment forms:*** *The statutory guidance states the headteacher/principal should obtain interim assessments from the NQT’s previous post*

***Early registration:*** *In order to plan for the numbers of NQTs we will have registered for induction, we are encouraging schools to register their NQT(s) as early as possible.  We understand that this could be before they have been notified of their TRN.  If this is the case, please submit all of the necessary information except the TRN and we will contact you for this information prior to induction.*

**QTS Route into Teaching\* (please ‘X’)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| University based PGCE |  |  | SCITT based |  |  | BA (QTS) |  |
| Assessment Only |  |  | School Direct Salaried - PGCE |  |  | School Direct Salaried - QTS |  |
| School Direct Fee – PGCE |  |  | School Direct Fee - QTS |  |  | Other (provide details) |  |

|  |  |
| --- | --- |
| ITT Provider / University Name |  |

**Finance:** *A fee of* ***£300+VAT*** *for registration and administration of the NQT induction process is payable for each NQT and payment will be requested during the first term of registration with Kyra. Where a NQT does not complete their induction, we are unable to refund schools for any portion of the registration fee.  In cases where an extension to a NQT’s induction period is deemed appropriate, no further fee will be applied. By signing below, you are agreeing to this charge. Further information on what is included within this package can be found at kyrateachingschool.com*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of finance contact\* |  |  | Purchase Order Number\* |  |
| Contact phone number\* |  |  | Finance contact email address\* |  |

**NQT Applicant Declaration:** *Forms must be hand-signed then scanned and emailed, we cannot accept typed signatures.*

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that I understand the conditions of the Newly Qualified Teacher Programme and that the information that has been put on this form is correct to the best of my knowledge. | | | |
| NQT signature |  | Date |  |

**Headteacher Declaration:** *By signing this I confirm I know of no reason why we should not employ a Newly Qualified Teacher.*

|  |  |  |  |
| --- | --- | --- | --- |
| Headteacher signature\* |  | Date |  |

**Once completed please forward electronically to** [**nqt@kyrateachingschool.com**](mailto:nqt@kyrateachingschool.com)

**The sender will receive an email confirmation within 5 working days. Please contact 01522 287020 if you do not receive this confirmation. Please retain this document for your records.**

We have updated our **Privacy Notice for NQTs registered for Newly Qualified Teachers Induction with Kyra TSA** about how we handle your personal data, including who we will share your data with. This can be found on the NQT Induction section of the Kyra website.