

**NQT**

**Induction**

**Checklist**

Name

School

In the Parish of

2020-2021

**Working in a Catholic School**

|  |  |  |
| --- | --- | --- |
|  | Date completed | Questions or Actions Arising (e.g. I need to find out more about…I need support with…) |
| I have received a copy of my job description |  |  |
| I have received a copy of the Staff Handbook |  |  |
| I have got a copy of the school’s Mission statement and it has been explained to me |  |  |

**Planning & Assessment in RE**

|  |  |  |
| --- | --- | --- |
|  | Date completed | Questions or Actions Arising (e.g. I need to find out more about…I need support with…) |
| The RE Subject Leader is |  |  |
| I have a copy of the Long Term Plan |  |  |
| I have received support/training on planning |  |  |
| I have received support/training on assessment |  |  |
| The focus for the three end of unit assessments is |  |  |
| I have to assess the following three units:  1.  2.  3. |  |  |
| I have a copy/access to the end-of-unit class record sheet |  |  |
| My focus child/children for attainment against the Age Related Standards are |  |  |

**Liturgy, The Mass & Prayer**

|  |  |  |
| --- | --- | --- |
|  | Date completed | Questions or Actions Arising (e.g. I need to find out more about…I need support with…) |
| The Liturgy Leader/s is/are |  |  |
| I have a list of the Key Dates for the Liturgical Year |  |  |
| I have a timetable for all Masses this term |  |  |
| I have received support/training in planning a Mass from |  |  |
| I have a copy of a Mass Planner |  |  |
| I have received support/training for creating a prayer focus from |  |  |
| I have access to the appropriate resources for the class Prayer Focus |  |  |
| I know which prayers I must use in my class |  |  |
| I have received a timetable for Assemblies/Liturgies |  |  |
| I have received support/training for Assemblies/Liturgies |  |  |
| I have a copy of a Liturgy Planner |  |  |
| I have planned and led a Liturgy/Prayer Service for:  my class  phase/Key Stage |  |  |
| I have observed class prayer in Year/s |  |  |
| I have observed Whole school Assembly/Liturgy |  |  |
| I have observed Key Stage/Phase Assembly/Liturgy |  |  |

**Opportunities for CPD in RE and Catholic Life**

|  |  |  |
| --- | --- | --- |
|  | Date completed | Questions or Actions Arising (e.g. I need to find out more about…I need support with…) |
| I have attended a course entitled |  |  |
| I have attended a course entitled |  |  |
| I have attended a course entitled |  |  |
| I have attended a course entitled |  |  |
| I have visited another school called |  |  |

**Evaluation of NQT Year**

|  |
| --- |
| I enjoyed |
| I was challenged |
| I would like to |