

**INDUCTION BRIEFING for SUPPLY NQTs SEPTEMBER 2025**

* Register with EWC as a teacher and get DBS sorted
* Notify EWC that you are an NQT using the induction notification form (Located here on our website)

**Starting Induction**

* When you have notified EWC they will give you access to your induction profile ( IP )
* Please ensure that you open your profile and press ‘save’
* They will allocate you an induction mentor ( IM ) once you start working and start logging your sessions.
* (You should also have a school based mentor if you get long term work/school contract)
* Your IM will agree targets with you ( keep your University transition document career entry profile -CEP- safe ) as this feeds into the process when you start
* At ‘Step 1’ you need to upload your CEP and complete a self evaluation exercise. You also need to complete a form ( Welsh Language Framework ) to show your ability in Welsh if any.

**What you need to do during the process**

* Teaching sessions are recorded electronically on your IP ( a full day is two sessions )
* When you are on a contract this is done by your school but if you are on supply you record these yourself
* You need to also keep a hard copy record of where you have been working ( using the record of attendance form-attached)
* The NQT has to complete two projects (PEPS) during the course of induction. These enquiries should be related to your targets and will help to demonstrate that the NQT is covering the teaching standards. Details are contained in the Induction Handbook ( available soon ) and in the training available on line ( see poster for links )
* Observations are recorded in your IP and form part of the evidence base.
* Your IM will normally observe you three times over the course of the induction process. If you work regularly at the same school it may be that a school could observe you instead.
* At different stages ( usually 140 sessions, 270 sessions then nearing 380 sessions ) reviews take place. You will have to show progress towards meeting targets and complete you two PEPs to show how you are meeting the teaching standards.
* You need to complete up to 380 sessions ( a session is a morning or afternoon of teaching ). You cannot count work as a TA or HLTA as a session.

**Support**

* Induction Mentor allocated by EWC
* Local Authority and or National Training
* Hwb website
* Local Authorities in Wales organise training. It is advisable to book on these.
* AB ( approved body ) - these are the key people in the local authority who will check your profile and quality assure your work. They rely on the mentors to set targets, complete reviews etc.
* Conwy/Denbighshire - Eifion Roberts
* Flintshire - Helen Crich
* Wrexham - contact Sian Harrison

**Excell Supply Support –**

* Regular professional learning
* Induction ‘drop ins’
* Access to trained induction mentors

**NATIONAL TRAINING DATES**

There are usually choices of dates and times…you are strongly advised to attend these as an NQT and dates are sent out early in September and January by local authorities ( this information was emailed out to you from hello@excell-supply.com and is also on the Excell Supply website in the NQT / ECT section )

**National Training**

ieuanjones@gwynedd.llyw.cymru

ang@gwegogledd.cymru

**Conwy/Denbs NQT**

Contact Eifion Roberts enfys.training@outlook.com

**Wrexham NQT**

Contact Sian Harrison Sian.Harrison@wrexham.gov.uk

**Flintshire NQT**

Contact Helen Crich helenmcrich@outlook.com

**Other useful contacts**

EWC 029 2046 0099 ( questions about the induction profile )

Professionaldevelopment@ewc.wales

Diane Chisholm

Diane@excell-supply.com

Mike Jones

Mike@excell-supply.com

07769 705458

*EWC website and Hwb are really useful resources*

**KNOWN DATES**

PEPS training 7th OCTOBER (WELSH ) 8th OCTOBER (ENGLISH) via Teams

Welcome Event for Wrexham area NQTs 1st OCTOBER 3.30 to 5pm Noddfa, Gwersyllt LL11 4NT ( contact Sian Harrison )

If you have any questions or problems please let your account manager know and let either Mike Jones or Diane Chisholm at Excell Supply know.

**Next steps**

* Send off your notification form
* Record your teaching sessions ( they don’t allocate support unless they see that you’re working)
* Start thinking about your projects
* Keep university transition document in a safe place-you will need to upload it
* IMs are usually allocated by October half term-they should email you. They will only do this once you have started logging sessions. They are allocated throughout the year and the IM will usually contact you by email.
* Find out who are the other NQTs in school and work with them.

***PLEASE NOTE***

If you are taken on to a contract by a school you stay on the same system but your induction mentor will have a different role because the school will put in mentor support.