



Cause for Concern Form: local guidelines example

This form should be completed if a newly qualified teacher is identified (through classroom observations or other means) as potentially failing to meet induction standards

School name			
NQT name			
Induction tutor			
Date of appointment			
Reason for cause of concern Please outline which Teacher Standard they are failing to meet and why. Include any examples or areas of development currently identified.			
Action taken to date Please provide details of the actions you have put into place since the NQT was identified as a concern.			
Signed by induction tutor		Date	
Signed by headteacher		Date	

For a copy of this form contact: NQT@achievingforchildren.org.uk



If an NQT is experiencing difficulties it is vital that the appropriate procedures are followed to provide help, support and guidance. The flowchart below illustrates the cause of action to be taken.

1. NQT identified (through classroom observation or other means) as potentially failing to meet Teacher Standards

2. The NQT mentor formally observes a lesson and provides verbal and written feedback, highlighting areas for development.

3a. A member of SLT formally observes NQT and provides verbal and written feedback

3b. The NQT addresses areas for development. Concerns ends.

4a. Serious concern remains. School completes the Cause for Concern form and discusses with the NQT

4b. The NQT addresses areas for development. Concern ends

5. The Appropriate Body meets the NQT and NQT mentor to discuss concerns and reviews processes. The NQT is formally told that they are at risk of failing if the concerns aren't addressed.

6. The NQT mentor and the NQT develop an action plan to address the concerns and shares this with the Appropriate Body

7. The Appropriate Body arranges for an external colleague to observe the NQT and provides feedback to the NQT and NQT mentor.

8. The School shares the most up to date Action Plan with the NQT and the Appropriate Body

9a. The NQT cannot be recommended for satisfactory completion of induction.

9b. The NQT has addressed the areas of development in the action plan. Concern ends.