



Droichead - Newly Qualified Teacher (NQT) Checklist - Post-primary

This document was devised to support NQTs and can be tailor-made to suit your school context.
Please note this document is neither exhaustive nor prescriptive.

PST and NQT Initial Meeting:

- NQT to confirm that they have the minimum period of practice (200 hours) as per policy
- Identify the names and TCRNs of the PST members who will support the NQT
- Apply for Droichead via [My Registration Portal](#) on Teaching Council Website to commence the Droichead process
- Share a copy of the confirmation email received from the Teaching Council which provides approval to commence the Droichead process with the PST
- Agree protocols for successful engagement in the Droichead process (Teaching Council Code of Professional Conduct, 2016)
- Discuss and finalise [Droichead Sample Outline Plan](#) in collaboration with PST
- Clarify [PST NQT Role and Suggested Responsibilities](#).
- Discuss Cluster Meeting (CM) requirements, attending one different CM per term for duration of the process
- Register to attend CM 1 during the first term of the Droichead process and post- CM 1, schedule a time to meet with PST to discuss school context
- Discuss opportunities for engaging in one other Professional Learning Activity (PLA)
- Discuss purpose and protocols of [Observations](#)
- Discuss what records need to be maintained
- Discuss the [Sample Induction Plan](#) with the PST
- Discuss [Release Time](#) and how it is accessed in school
- Identify, discuss and plan school-based induction activities with PST



Induction Activities:

An induction activity is only an induction activity when there is learning for the NQT, it meets their needs and is done by a process of discussion and reflection. It is important not to view induction activities as simply an introduction to the school; they should be peppered throughout the school year. Induction Activities may include [Professional Conversations](#) (formal and informal), providing an opportunity to discuss issues arising during the NQT's professional learning and practice. The PST and NQT maintain records of the school-based induction activities in the NQT's individual Induction Plan.

During the Process:

There are two key strands of the Droichead process as an integrated induction framework for newly qualified teachers. The first strand is a school-based induction one (Strand A), through which the NQT is supported by experienced colleagues. The second strand is made up of additional professional learning activities (Strand B).

NQTs must engage in:

Strand A: School based induction

- The PST and NQT use the Droichead standards to guide the process.
- Professional conversations: The PST arranges regular meetings and professional conversations for the PST themselves, as well as for the PST with the NQT
- Observations and discussions - by the NQT of more experienced teachers' practice, as well as observation of the NQT's practice by the PST
- Maintaining records
- Taisce

Strand B: Additional Professional Learning Activities:

- Cluster Meetings: NQT are required to engage in one different cluster meeting per term for the duration of their Droichead process
- Professional Learning Activities: NQTs should also engage in one other professional learning activity, identified by themselves in accordance with their professional learning needs, in consultation with the PST





Concluding the Process:

- NQT and PST have a professional conversation nearing the conclusion of the process.
- Discuss key learning moments from NQT's Taisce.
- Discuss learning from NQT's Professional Learning Activities.
- Identify area(s) of interest for future professional learning.
- Review and reflect on the Droichead process.
- At the end of the Droichead process, a declaration is made by NQT (on Form D) that they are ready to move to the next phase of their professional learning
- Complete joint declaration (Form D) with PST. This must be signed and dated by at least **two fully trained PST members** who engaged in the process with the NQT
- NQT submits their fully completed Form D to the Teaching Council and NQT is advised to keep a copy of their Form D before submitting it.

Maintaining Records:

- Droichead Outline Plan per NQT
- Teaching Council Confirmation email
- Induction Plan per NQT
- Observation and Discussion Templates
- Action Planning Templates
- Records of Release Time used
- Form D
- Taisce
- Confirmation of required Cluster Meeting engagement

Remember, 'To ask for support is a sign of strength.'

[Contact details for the Professional Learning Leaders in the Droichead Induction Division](#)

