Droichead – Outline Plan Templates – Post-primary

**Template A**

This outline plan template could be used for an NQT on a short-term contract with a minimum 200 hours’ teaching employment and who will complete their Droichead process in one term.

|  |  |
| --- | --- |
| **NQT** | **Name of Professional Support Team (PST) Members** |
| Name: TCRN:Date of Confirmation Email: | * PST Member 1
* PST Member 2
 | * PST Member 3
* PST Member 4
 |

|  |  |  |
| --- | --- | --- |
| **Term 1** | **Term 2** | **Term 3** |
| * Cluster Meeting 1 (Certificate of Completion needed for Form D)
 |  |  |
| **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **April** | **May** |
| [**Register** for Droichead](https://my-tc.teachingcouncil.ie/Site-Login)on the Teaching Council website.Send confirmation email to PST. Initial meeting with PST.**Register for Cluster Meeting 1.** | Observation no.1 of experienced teacher/PST member.Observation no.1 by PST member.Induction Activity. | Observation no.2 of experienced teacher/PST member.Induction Activity.Meeting with PST. | Observation no.2 by PST member.Final meeting with PST.Form D to be submitted online before the Christmas break  |  |  |  |  |  |  |
| * **One Additional** Professional Learning Activity to be completed during the Droicheadprocess (No certificate needed for Form D).
 |

Please email xxxx@sample or contact any member of the PST if you have questions about this outline plan or the Droichead process.

Stay in contact with your PST and ensure that you keep your outline plan on track – Droicheadis your process!

Droichead – Outline Plan Templates – Post-primary

**Template B**

This outline plan template could be used for an NQT on a fixed-term contract with a minimum 200 hours’ teaching employment and who will complete their Droichead process in three terms.

|  |  |
| --- | --- |
| **NQT** | **Professional Support Team (PST) Members** |
| Name: TCRN:Date of Confirmation Email: | * PST Member 1
* PST Member 2
 | * PST Member 3
* PST Member 4
 |

|  |  |  |
| --- | --- | --- |
| **Term 1** | **Term 2** | **Term 3** |
| Cluster Meeting 1 (Certificate of Completion needed for Form D) | * Cluster Meeting 2 (Certificate of Completion needed for Form D)
 | * Cluster Meeting 3 (Certificate of Completion needed for Form D)
 |
| **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **April** | **May** |
| [**Register** for Droichead](https://my-tc.teachingcouncil.ie/Site-Login)on the Teaching Council website.Send confirmation email to PST.Induction Activity. | Initial meeting with PST.Induction Activity.**Register for Cluster Meeting 1.** | Observation of experienced teacher/PST Member.Professional Conversation. | Observation by PST member.Meeting with PST. | **Register for Cluster Meeting 2.**Professional Conversation. | Observation of experienced teacher/PST Member.Induction Activity. | Observation by PST member. | **Register for Cluster Meeting 3** PST Meeting. | Observation of experienced teacher/PST member.Final Meeting with PST. | Form D to be submitted online. |
| * **One** Additional Professional Learning Activity to be completed during the Droicheadprocess (No certificate needed for Form D).
 |

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Stay in contact with your PST and ensure that you keep your outline plan on track – Droicheadis your process!