



Droichead - Professional Support Team (PST) Checklist - Post-primary

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

Getting Started:

- Organise initial PST meeting(s): [Initial PST Meeting Agenda](#)
- Liaise with management to identify Newly Qualified Teacher/s (NQT/s) in the school confirming eligibility for engagement in the Droichead process (minimum requirement of 200 hours)
- Where possible, assign two PST members per NQT
- Review [PST NQT Suggested Roles and Responsibilities](#) document and assign various induction responsibilities to each member of the PST
- Share [A Guide for Senior Management](#) with management
- Liaise with management and schedule a time to input at a Staff Meeting: See [Droichead Information Session – Post-primary](#)
- Discuss [Release Time](#) options with management & what model will best support the process for PST and NQT(s) in the school
- Review/update [Droichead Welcome Pack](#)
- Review/update [Droichead Sample School Induction Policy](#)
- Prepare a draft [Droichead Sample Outline Plan](#) (as per policy)
- Agree agenda and schedule the Initial Meeting with NQT(s): See [Initial PST Meeting Agenda](#).



PST and NQT(s) Initial Meeting:

- Welcome NQT(s) to the school
- Confirm NQT(s) have the minimum periods of practice (200 hours) as per Droichead policy
- Identify the names and TCRNs of the PST members who will support the NQT
- Outline how NQT(s) apply for Droichead via [My Registration Portal](#) on the Teaching Council website to commence the Droichead process
- NQT(s) to provide the PST with a copy of the confirmation email received from the Teaching Council which provides approval to commence the Droichead process
- Agree protocols for successful engagement in the Droichead process ([Teaching Council Code of Professional Conduct, 2016](#))
- Discuss the Droichead requirements of Cluster Meeting(s), Professional Learning Activity and Taisce with NQT(s)
- Schedule a time to meet after NQT(s) has/have completed Cluster Meeting 1
- Clarify [PST NQT Suggested Roles and Responsibilities](#)
- Share [Droichead Welcome Pack](#)
- Discuss what records need to be maintained during the process
- Discuss purpose and protocols of [Observations](#)
- Discuss [Release Time](#) and how it is managed in the school
- Discuss and finalise draft [Droichead Sample Outline Plan](#) in collaboration with NQT(s)
- Discuss the needs of the NQT using [the Droichead Template for NQT Needs Analysis](#)
- Create and share an individual [Droichead Sample Induction Plan](#) per NQT
- Discuss possible induction activities with NQT(s)





Planning Induction Activities with the NQT(s):

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. In collaboration with the NQT, the PST provides appropriate induction activities in line with the NQT's emerging needs. The PST and NQT maintains 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(s) 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(s)
- Observations and discussions - by the NQT(s) of more experienced teachers' practice, as well as observation of the NQT's practice by the PST
- Maintaining records





<ul style="list-style-type: none">• Taisce <p>Strand B: Additional Professional Learning Activities:</p> <ul style="list-style-type: none">• Cluster Meetings: NQTs 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:	
<ul style="list-style-type: none">• NQT and PST have a professional conversation nearing the conclusion of the process• Discuss key learning moments from the NQT's Taisce• Discuss learning from the NQT's Professional Learning Activities• NQT must identify area(s) of interest for future professional learning• Review and Reflection on the process• Complete joint declaration (Form D) with NQT. This must be signed and dated by at least two fully trained PST members who engaged in the process with the NQT	
Maintaining Records:	
<ul style="list-style-type: none">• Droichead Outline Plan per NQT• Teaching Council Confirmation Email per NQT• Droichead Induction Plan per NQT• Droichead Observation and Discussion Templates• Action Planning Templates• Form D - NQT(s) submit their fully completed Form D to the Teaching Council and NQTs are advised to keep a copy of their Form D before submitting it• Records of Release Time used• Minutes of Meetings	





- Use the [Review & Reflection Template](#) to review the process - seeking input from the NQT(s)

School Support Service:

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

School Support is a core element of the Droichead Induction Division provision. We are happy to interact with your school to support the members of the PST in the facilitation of the Droichead process. If you would like a member of the team to engage with your school, please complete the [Droichead School Support Request Form](#) on our website.

