



## Droichead - A Guide for Senior Management – Post-primary

### Getting Started

- Register as a Droichead School: Droichead is now the only route of induction for Newly Qualified Teachers (NQTs) in Ireland. Schools can register [here](#).
- Forming a Professional Support Team (PST): A PST is a team of experienced, fully-registered teachers, ideally with five years of teaching experience, who have been trained by the Droichead Induction Division to support the Droichead process. Whilst up to three PST members may be trained in a three year period, a minimum of two PST members is required to engage with an NQT during their Droichead process.
- Each member of the PST receives three days of PST training from the Droichead Induction Division.
- Role of Senior Management: While some members of Senior Management opt to engage as members of their school's PST, others may choose not to be a member of the PST. In such instances, members of Senior Management do not sign Form D. As leaders of the school, principals foster a learning culture in which Droichead can flourish and provide support to the PST in facilitating a quality induction process.
- Policies & Useful Documents: Liaise with PST/ relevant stakeholders to review/update Data Protection Policy, [Droichead - Induction Policy - Post-primary](#) and [Droichead – Welcome Pack – Post-primary](#).
- Discuss: [Release Time](#) options with the PST.



## Release Time

- Available to schools to support the facilitation of the Droichead process (see Figure 1)
- Used to facilitate activities including PST meetings, pre-observation meetings, observations, post-observation meetings and other in-school induction activities.
- Post-primary schools have the option of claiming the hours through an allocation model, substitute hours or a combination of both. It is a matter for each school to determine which model it will use and how it will distribute the hours to PST(s) and NQT(s).

### Post-primary Schools

Number of NQTs undertaking Droichead	In-school release time available to schools per academic year (Hours)
1-2	22
3-4	28
5-6	34
7	40
8+	44

Figure 1 : Droichead - Release Time Information - Post-primary

It is important that schools keep a record of all hours claimed.





## During the Process

- There are two key strands of the Droichead process as an integrated framework for NQTs.
- The first strand (Strand A) is school-based induction, one through which the NQT is supported by experienced colleagues.
- The second strand (Strand B) is made up of Additional Professional Learning Activities.
- It is recommended that Senior Management is kept up-to-date and liaises in a supportive capacity with the NQT and PST to ensure that a quality induction process is facilitated.
- Annually, the Principal and PST members of a school will be contacted by an assigned Droichead Associate. Principal/PST are asked to nominate a contact PST member to liaise with the Associate. Using this point of contact, Droichead Associates communicate with schools via a termly Droichead Update.
- Throughout the academic year, Professional Learning Leaders (PLLs) from the Droichead Induction Division are available to support schools via email, phone and school visits. PLL contact details are available [here](#).
- The School Supports Request Form is available [here](#).

## Concluding the Process

- Allow time for the NQT and supporting PST members to have a professional conversation as the NQT nears the end of their process. This will allow for discussion and reflection on key learning moments from TAISCE, the NQT's Professional Learning Activities, identification of area(s) of interest for future professional learning and an opportunity to review and reflect on the Droichead process.
- Facilitate time for the NQT and supporting PST members to complete the Joint Declaration (Form D). This must be signed and dated by at least two fully trained PST members who have been nominated by the NQT and who have guided and supported the NQT during their Droichead process.
- Support both the NQT and PST in resolving concerns at school level should either party have concerns in relation to elements of the Droichead process.





## Droichead at Whole-School Level

- While the PST is trained to support the NQT through the induction process, the process should operate at a whole-school level to promote collaboration, collegiality and to welcome NQTs into the profession. To facilitate this, the following could be considered:
  - Encourage staff members to become involved in the Droichead process by offering induction activities.
  - Support staff members in becoming PST members.
  - Facilitate the upskilling of existing PST members through attendance at Droichead Professional Development events.
  - Place Droichead on the agenda regularly at staff meetings.
  - Circulate the Droichead Update and use the [Droichead - Website Blurb - Post-primary](#) for your school's website.
  - Facilitate the PST and/or invite the Droichead Induction Division to input at a staff meeting/staff information day.
  - Engage in a spirit of collegiality and collaboration with the [Droichead Quality Assurance](#) (DQA) Panel should the school be randomly selected to participate in the DQA's annual review of Droichead.

