

Droichead - PST and NQT Roles and Responsibilities - Primary

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| **Droichead**  *The main objective of the Droichead process is to* ***support the professional learning of NQTs*** *during the induction phase, thus* ***laying the foundations for subsequent professional growth and learning*** *for the next phase of their career.*  (Teaching Council, 2017, p. 3) |
| **Droichead and the PST - Role and Suggested Responsibilities** |
| Supporting an NQT through Droichead is always a collaborative process. The dual role of the PST is to:   * guide and advise the NQT during school-based induction, in the first stages of their professional journey * form a joint declaration with the NQT that they have participated in a quality teaching and learning process.   (Teaching Council 2017)  **PST Suggested Responsibilities**  *Supporting a NQT during Droichead is always a collaborative process, although the roles and responsibilities of PST members may vary in different school contexts and are therefore agreed before the Droichead process commences.*  (Teaching Council, 2017, p. 3)  To guide a PST in its roles, some suggested responsibilities are identified below. The list is neither exhaustive nor prescriptive and is open to customisation by a PST. While responsibilities relating to support and mentoring relate to all team members, a PST may designate some of the other responsibilities to identified individuals within the team.  The PST will share its roles and agreed responsibilities with the NQT at their initial meeting. |

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| **Suggested responsibilities for all PST members**   * Ensure that relevant Droichead materials are agreed before engaging in the process. * PST members to agree on protocols around observations, ensuring that observations *by* and *of* the NQT are conducted as per the Oide Droichead Induction Division training recommendations (e.g., an NQT should be observed by different PST members during the process). * Agree Droichead Outline Plan with each NQT, ensuring opportunities for timely professional conversations and quarterly reviews are included. * Contact the Oide Droichead Induction Division if there are concerns around the successful completion of the process. (It is recommended that this is done promptly, thus allowing the PST and NQT time to work together to ensure adequate supports and opportunities are provided to the NQT to successfully complete the process). * Enable the NQT to be proactive when identifying emerging professional needs and supports required. * Provide support for planning and preparation for teaching and learning by NQTs. * Clarify school policies and procedures for the NQT. * Collaborate with the NQT on their needs as outlined in the Droichead Standards and Induction Plan. * Liaise with principal regarding organising [Droichead Release Time](https://oide.staging.tempurl.host/wp-content/uploads/2024/02/Droichead-Release-Time-Information.pdf) for induction activities. * Provide professional and pedagogical support for the NQT. * Liaise with other experienced teachers/other relevant staff members/other schools in relation to opportunities for the NQT to visit or observe in classrooms and work alongside them. |

* Maintain records of the Droichead process in line with the school’s Data Protection Policy (GDPR) and confidentiality procedures.
* Form a consensus in relation to the joint declaration and sign Form D, if appropriate.
* Review the process when it is concluded with an NQT and update the school’s induction policy when necessary.
* Be mindful of the well-being of all involved in the Droichead process.

# Suggested responsibilities that may be assigned to a named PST member

* Co-ordinate the overall Droichead process in collaboration with PST members and the NQT including communicating meeting schedules, agendas and the co-ordination of Droichead Release Time.
* Brief school staff and Board of Management on the nature and purpose of the school’s involvement in Droichead.
* Share the termly Droichead updates with the rest of the PST, Principal and NQT (email sent by the Oide Droichead Induction Division to the link person nominated at training).
* Arrange and lead the initial meeting with NQT.
* Share the Droichead Outline Plan with the principal.
* Attend Droichead professional development (one person invited from every school) and update relevant school personnel as necessary.
* Liaise with the Oide Droichead Induction Division.
* Keep a copy of the confirmation email from Teaching Council and other relevant records.
* Other...

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| **Droichead and the NQT - Role and Suggested Responsibilities** |
| Droichead  *The main objective of the Droichead process is to support the professional learning of NQTs during the induction phase, thus laying the foundations for subsequent professional growth and learning for the next phase of their career.*  (Teaching Council, 2017, p. 3)  **NQT Role**  Supporting an NQT through Droichead is always a collaborative process. Droichead is fundamentally about the NQT’s professional journey and the process of their induction. A key part of this process is an NQT’s engagement with more experienced colleagues, and reflection on the professional conversations that take place on their own professional learning and practice.  Through their engagement in the Droichead process, the NQT will:   1. *have engaged professionally with school-based induction and additional professional learning activities* 2. *have shown their professional commitment to quality teaching and learning for their pupils/students* 3. *have engaged in reflective practice that supports their professional learning and practice, both individually and collaboratively.*   (Teaching Council, 2017, p. 8)  Based on the above, the NQT will sign a joint declaration with the PST, that they have participated in a quality teaching and learning process.  **NQT Suggested Responsibilities**  To guide the NQT in their role, some suggested responsibilities are identified below. The list is neither exhaustive nor prescriptive and is open to customisation.   * Apply to commence the Droichead process via the My Registration Portal of the Teaching Council website [www.teachingcouncil.ie](https://www.teachingcouncil.ie/en/). |

* Retain a copy of the confirmation email and give a copy of same to the PST.
* Register and attend one cluster meeting per term for the duration of the Droichead process.
* Preparation for teaching and learning requirements - weekly and termly.
* Be aware of relevant school policies and procedures.
* Be familiar with relevant Droichead documentation including the *Droichead* Policy, Droichead Outline Plan, the Droichead Standards and Induction Plan, etc.
* Work with the PST, identify and agree indicative timeframes for induction activities and quarterly reviews which will be included on the Droichead Outline Plan.
* Engage professionally with school-based induction activities, including, but not limited to, observations.
* Engage professionally with additional professional learning activities.
* Observations: complete at least two observations of experienced teachers. The NQT will also be observed, on at least two occasions, by members of the PST.
* Engage in the 3-step observation process: pre-observation meetings, the observations, and the post-observation conversations.
* Be proactive in identifying emerging needs, and work with the PST to identify these needs.
* Engage in reflective practice that supports professional learning and practice, both individually and collaboratively. “As a self-directed learner, and to support reflective practice, NQTs will maintain a Taisce, (arising from the Gaeilge translation treasure trove)”. Please see the [Teaching Council website](https://www.teachingcouncil.ie/en/eBook/Taisce.html) for additional information on creating and maintaining a Taisce.
* Update and maintain Droichead records as appropriate, for example: the Droichead Standards and Induction Plan document, post-observation records, Taisce etc.
* Reflect on professional learning and identify an area(s) of interest for future professional learning.
* At the end of the Droichead process, complete Form D with the PST and upload all 5 pages to the Teaching Council’s website, retaining a photocopy.
* Other…