



Droichead - Key Steps - Primary

Preparing for a Newly Qualified Teacher (NQT)

1. Registering and Training

- Select the Professional Support Team (PST) members
- Register for training: <https://oide.ie/droichead/> or contact primarydroicheadsupport@oide.ie
- The PST attend training with the Droichead Induction Division

2. Planning the process

- Initial PST meeting/s
- Agree PST and NQT Roles and Responsibilities
- Prepare a draft Droichead Outline Plan
- Finalise the Welcome Pack
- Begin to formulate the Induction Policy
- Arrange presentation to whole staff

Please see [Strand A: School-based Induction](#) for relevant samples and templates referenced above.

Engaging in the process with an NQT

3. Activating the process

NQT applies online via www.teachingcouncil.ie to commence the Droichead process. The NQT provides the school's PST with a copy of the confirmation email received from the Teaching Council. The Droichead process begins upon receipt of this email **and** when a minimum of two PST members have fully completed the two days of PST Training.

4. Beginning the process

The PST arranges an initial meeting with NQT. Sample agenda available on [Strand A: School-based Induction](#)

5. During the process

The PST and the NQT use the Droichead standards to guide the process. The PST arranges regular meetings and professional conversations for the PST themselves, as well as for the PST with the NQT and these should include **quarterly reviews**. The NQT may select relevant items from their Taisce as a focus for the professional conversations, which are central to the Droichead process.

In collaboration with the NQT, the PST provides appropriate induction activities in line with the NQT's emerging needs, including the aforementioned professional conversations. The PST and NQT maintain records of the school-based induction activities. The PST liaises with the Droichead Induction Division via the school's nominated Link Person.

NQTs engage in **one cluster meeting per term**. Information regarding Cluster Meetings, including the Cluster Meeting Calendar and Cluster Meetings: Important Information and Protocols for NQTs, is available on the [Cluster Meetings section](#) of our website. 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.

6. Concluding the process

NQT and PST have a professional conversation nearing the conclusion of the process. NQT downloads Form D by logging into the portal on the Teaching Council website. The Joint Declaration (included on Form D) is signed by the NQT and the PST members who supported the NQT during the process. Form D is then re-uploaded in its entirety (all 5 pages) to the portal by the NQT. Having reviewed Form D, the Teaching Council will then remove the Droichead condition from the teacher's registration. It is recommended that the Principal and the PST, with input from the NQT/s, review the Droichead process with a view to enhancing the process (if required) for the next year.