



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> go to the Apply/Book now button or contact primarydroicheadsupport@oide.ie
- The PST attends professional learning offered by the Oide Droichead Induction Division

2. Planning for Droichead (PST)

- Initial PST meeting/s. Sample agenda available on [Droichead Supports](#)
- Agree PST and NQT Roles and Responsibilities
- Prepare a draft Droichead Outline Plan
- Finalise the Welcome Pack
- Begin to formulate the Induction Policy
- Arrange whole-school presentation to staff

Please see [Droichead Supports](#) for relevant samples and templates referenced above.

Engaging in Droichead with an NQT

3. Applying to Commence Droichead

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

4. Engaging in Droichead

The PST arranges an initial meeting with the NQT(s). Sample agenda available on [Droichead Supports](#). The PST and the NQT use the [Droichead standards](#) to guide their professional practice. 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 **scheduled quarterly professional conversations**. The PST provides induction activities in line with the NQT's emerging needs, and the PST and NQT maintain records of the school-based induction activities using the [Droichead Standards and Induction Plan](#) if desired.

The NQT will share **one element** of their Taisce with their PST that identifies a professional learning need. The NQT will source relevant **existing research** related to this need which will support a professional conversation with their PST. Through this professional conversation, the NQT, in consultation with the PST, will identify a **Professional Learning Activity**.

NQTs must complete an **online webinar** which outlines the steps in Droichead. Then the NQT will engage in **two** Cluster Meetings; a **General Cluster Meeting** that focuses on the broad issues of professional practice and **one Focused Cluster Meeting** contextualised to the needs of the NQT. Information regarding Cluster Meetings, including the Cluster Meeting Calendar, and Important Information and Protocols for NQTs, is available on the [Cluster Meeting section](#) of our website.

There are **two types of observation** in Droichead; observation **by** the NQT, where the NQT observes a PST member or other experienced teacher, which must happen a **minimum of two times** and observation **of** the NQT, by the PST, which must happen a **minimum of two times**. The NQT should teach the same **cohort of pupils** for the duration of their engagement in Droichead, selected by the NQT at the outset of the process.

5. Concluding Droichead

The NQT and PST have a professional conversation nearing the conclusion of Droichead. The 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 Droichead. Form D is then re-uploaded in its entirety 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 Droichead with a view to enhancing it (if required) for the next year.