

NQT Manager – help and ticklist



Slough Teaching School Alliance

www.sloughlearning.org.uk

<https://slough.nqtmanager.com/Login.aspx>

Important details to remember, the contact information you provide for NQTs and Mentors is vitally important as this is the only source of contact the Appropriate Body has to notify you all of training and events and details regarding your assessments. **PLEASE ensure you use your school email address ONLY.**

NQT Manager		Tick list
1.	Register yourself as NQT Co-ordinator	
2.	Register your Headteacher	
3.	Register your NQT Mentors – referred to as 'Induction Tutors' on NQT Manager	
4.	Register your NQTs	

To register an NQT you need the following details:		Tick list
▶	Full name	
▶	Previous surname (if applicable)	
▶	Email address	
▶	Date of birth	
▶	National Insurance Number	
	Registration type: (3 choices)	
▶	Choice 1: Most will be a new NQT starting their first term of induction	
▶	Choice 2: Also the option to choose an existing NQT who has partially completed induction, either at this or a different school	
	Choice 3: If they have done part of their induction at a different school there is a section where you can fill in details of the previous school	
▶	Teacher reference number <i>(NB there is then the option to tick a box to say the trained outside England and so does not have a reference number)</i>	
▶	Home address	
▶	Telephone (home)	
▶	Telephone (work)	
▶	Telephone (mobile)	
▶	Date QTS awarded: <i>(please make sure the date is correct otherwise it will not synchronise with the National College Database, you will receive a red banner warning on the page and the Appropriate Body (AB) will not authorise the NQT registration)</i>	
▶	Training Institute – drop down menu: <i>(if the training institute is not listed please email the AB to add the institution, although within the list states, 'other' it is advisable to list the training organisation if you have overseas NQTs, for checking purposes)</i>	

<i>To register an NQT you need the following details: (continued...)</i>		<i>Tick list</i>
▶	Qualification awarded (PGCE etc.)	
▶	Qualified subject(s) – drop down menu	
▶	Qualified age range(s) – drop down menu	
▶	Has the NQT been DBS checked?	
▶	Have references been sought? <i>(please make a thorough check if the NQT has come through an agency, do not presume they have run any checks on the documents the NQT has provided, we have had incidents where documents have been falsified)</i>	
▶	Has this NQT successfully completed the skills tests for Numeracy and Literacy?	
▶	Name of Induction Tutor	
▶	Start date of Induction – drop down menu	
▶	How many days per week does the NQT work	
▶	Contract type (permanent / temporary)	
▶	Subjects the NQT is to teach – drop down menu	

Overseas NQT and general additional information from the Teacher Qualifications Unit:

For downloading NQT Induction Completion award or enquires or problems with obtaining certificates etc.

New Teacher Self Service Portal

- ▶ Please ensure you are logging in using the format 1234567 (numbers only) for your Teacher Reference number.
- ▶ Please ensure you are using the format dd/mm/yyyy for your date of birth
- ▶ Please leave National insurance number blank
- ▶ Please make sure copying and completing the CAPTCHA code at the bottom of the page
- ▶ Please also make sure you are not using Safari as your internet browser or iPhone/iPad/MAC as we have had reports that
- ▶ Safari and Apple devices are not yet compatible with the portal. However, we are working towards resolving this issue

The certificates are provided in an Adobe® PDF format and it is recommended that they are viewed using up-to-date Adobe® reader software. Mobile device users should download the appropriate free “app” for their device.

Self Service Portal link: <https://teacherservices.education.gov.uk/SelfService/Login>

Overseas NQTs – Application for QTS:

Qualified teachers who trained outside of England can obtain QTS by having their qualifications assessed by the National College for Teaching and Leadership. This includes teachers who trained in Scotland, Northern Ireland, the European Economic Area (EEA), Australia, Canada, New Zealand and the United States of America (USA).

What is Qualified Teachers Status (QTS)?

QTS is an accreditation made to those teachers who meet professional standards required to be able to teach in maintained schools, non-maintained special schools or pupil referral units in England.