

Registering your NQTs

It is a statutory requirement that once an NQT has been appointed at a school, the headteacher or principal must register the NQT with an Appropriate Body, in advance of the NQT starting an induction period. Failure to register the NQT as soon as they start at your school may result in a delay to the start of the induction period.

The Kent NQT Induction team (Appropriate Body) uses the NQT Manager database to track and monitor our NQTs. This can be accessed by visiting www.kent-teach.com and selecting NQT Manager from the right hand side of the page.

If your school has not registered NQTs with us before, please contact the team by emailing nqt@kent.gov.uk as they may need to set your school up with a login for NQT Manager.

How does the Induction Tutor/Mentor or Headteacher register an NQT who trained in the United Kingdom? (NQT cannot register themselves)

- Ideally, ensure you have your NQT's QTS certificate in front of you
- Go to www.kent-teach.com
- Select 'NQT Manager' on the right hand side of the page
- Select 'Log in to the NQT Management System' and enter your login details
- Select 'Register an NQT'
- Fill in the details by following the on screen instructions:
 - **Please note:** NQT Manager is linked to the National College database and so your NQTs will be rejected if the Teacher Reference Number, Date of Birth and Surname do not match the information that the National College hold. Refer to your NQT's QTS certificate for the correct information. If this is not available, your NQT can check this information with the NC by calling 0207 5935394.
- Select 'click here to complete registration'
- Your headteacher will then need to authorise the NQT by logging in to their account.

How does the Induction Tutor/Mentor or Headteacher register an NQT who trained in the Republic of Ireland?

- Ask to see the teachers 'Confirmation of Registration' certificate from the Irish Teaching Council. This certificate will confirm that the teacher is conditionally registered with the Irish Teaching Council and is therefore required to complete induction before they can be fully registered. It is also important to check the condition expiry date on the certificate.
- Go to www.kent-teach.com
- Select 'NQT Manager' on the right hand side of the page
- Select 'Log in to the NQT Management System' and enter your login details
- Select 'Register an NQT'
- Fill in the details by following the on screen instructions:
 - **Please note:** A teacher from the Republic of Ireland will not have a Teacher Ref. No so please tick the box to say that the teacher did their training outside of England and does not have a TRN.
- Select 'click here to complete registration'
- Your headteacher will then need to authorise the NQT by logging in to their account.

If you have any queries, please email the team at nqt@kent.gov.uk.

How does the Headteacher authorise an NQT?

- Go to www.kent-teach.com
- Select 'NQT Manager' on the right hand side of the page
- Select 'Log in to the NQT Management System'
- Select 'List of NQT's'
- Select 'Digitally sign form' next to the NQT you wish to authorise
- Enter your digital signature and select 'save details'.
- If successful, the screen will say 'You have successfully registered your NQT'.
- Select 'email password' to send the NQT their login details

Who gives the NQT the login details once registered and how do they do it?

Either the induction tutor/mentor or headteacher can send the NQT their login details by:

- Go to www.kent-teach.com
- Select 'NQT Manager' on the right hand side of the page
- Select 'Log in to the NQT Management System'
- Select 'List of NQT's'
- Select 'view' next to the NQT
- Select 'email password'

Has your NQT already completed part of their induction at another Kent School?

If you are aware that an NQT has already begun their induction at another Kent school, you should begin their registration as normal (see above for how to register).

Once you have completed their personal details on the first page and clicked next (and as long as they are already registered at another Kent school) you will be given the following message:

Possible duplicates have been found on the system.

You have three choices:

1. Transfer: This option will transfer the NQT to your school, usually as their only school. It will remove the previous school that they are transferring from, from the system. This is for use when an NQT is moving to your school from another school. In this case, please ensure that you select the correct NQT and school below.
2. Re-register: This option will register the NQT with your school as an additional school where they will work. This choice will keep the original school(s) that the NQT is working at. This is for use when an NQT is working at more than one school, for example on different days of the week.
3. Continue: You can continue to register the new NQT as the records found are not matches. The NQT(s) shown below are not the NQT whom you wish to register, the match is a coincidence. If you wish to continue please check the box below and click next to proceed.

First Name	Last Name	DOB	School Name		
x	x	x	X School	Transfer	Re-register

The NQT registration process is a three or four step process depending on whether or not this NQT has been registered previously (outside of Kent).

- Step one is personal details and tutor (this page).
- Step two is contract details
- Step three is training and qualification information
- Step four (where appropriate) is previous school details.
- Step five create your digital signature.

Check that the NQT's details given in the box above are correct and if so, click on 'transfer'.

This generates a transfer request to the Induction Team. They will check that all previous assessments have been completed and then digitally authorise the transfer. The NQT should then appear on your list of NQTs.

Guidance for teachers who trained outside of the United Kingdom (from the Statutory Guidance for the Induction of NQTs in England)

Exemption	Explanation
A qualified overseas trained teacher from Australia, Canada, New Zealand, or the United States of America.	Teachers who have successfully completed a programme of professional training for teachers in Australia, Canada, New Zealand or USA and who have successfully completed or satisfied any additional conditions required in order to be employed as a qualified teacher on a permanent basis in Government funded schools in that country; and who is not the subject of any decision or pending proceedings that may restrict that person's eligibility to teach in that country.
An Overseas Trained Teacher (OTT), from outside the EEA, who has gained QTS and was successfully assessed against the relevant standards as these would apply at the end of induction.	An overseas-trained teacher (from outside the EEA) with at least two years' experience, who has obtained QTS and who has been assessed against the relevant standards for the purposes of induction.

Please email the induction team (nqt@kent.gov.uk) if you are unsure whether your overseas trained teacher may be exempt from induction, before registering them on NQT Manager.