



Scoil Mhuire

Droichead Induction Plan

Introduction

The Droichead process is an integrated professional induction framework for newly-qualified teachers (NQTs). It builds on Céim, taking as its starting point the areas for further learning that have been identified by the NQT in collaboration with the Higher Education Institution (HEI) as part of the school placement experience. At the same time, it recognises that induction is a distinct phase of the continuum of teacher education, a socialisation process into the teaching profession.

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. (Droichead: The Integrated Professional Induction Framework, Teaching Council, March 2017, p.3).

Rationale

To provide a common understanding of the Droichead process for all school stakeholders.

Aims

The main aims of this policy are:

- To guide the whole-school implementation of Droichead and to support the induction of NQTs.
- To outline the roles and clarify the responsibilities across the school community in support of Droichead.
- To highlight protocols underpinning the Droichead process in the school.
- To identify key documents which support the Droichead process.

Roles and Responsibilities

Professional Support Team (PST)

A PST is a team of experienced, fully-registered teachers (which may include the principal) who have been trained by the Oide Droichead Induction Division to support the Droichead process. The PST works collaboratively to support and guide the NQT through their induction phase.

The PST, comprising of a minimum of two members, may be entirely school-based. At least one PST member must be from the base school.

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.

The PST members in Scoil Mhuire Portroe are:

- Kathryn Shanahan
- Aoife Ryan

Professional Support Team – Suggested Responsibilities

Suggested responsibilities for all **PST members** include:

- Ensure that relevant Droichead materials are agreed before engaging in the process.
- Agree on protocols around observations, ensuring that observations by and of the NQT are conducted appropriately.
- Agree the Droichead Outline Plan with each NQT, ensuring opportunities for timely professional conversations and quarterly reviews.
- Contact the Oide Droichead Induction Division if there are concerns around successful completion of the process.
- Enable the NQT to be proactive when identifying emerging professional needs.
- Provide support for planning and preparation for teaching and learning.
- Clarify school policies and procedures for the NQT.
- Coordinate work with the NQT using the Droichead Standards and Induction Plan.
- Liaise with the principal regarding Droichead Release Time.
- Provide professional and pedagogical support.
- Maintain records of the Droichead process in line with GDPR and school confidentiality procedures.
- Form a consensus in relation to the joint declaration and sign Form D where appropriate.
- Review the process following completion and update the policy if required.
- Be mindful of the wellbeing of all involved in the Droichead process.

Newly Qualified Teacher (NQT) – Role and Responsibilities

Droichead is fundamentally about the NQT's professional journey and the process of induction. A key part of this process is engagement with experienced colleagues and reflection on professional conversations about practice.

Through engagement in the Droichead process, the NQT will:

1. Engage professionally with school-based induction and additional professional learning activities.
2. Demonstrate commitment to quality teaching and learning for pupils.
3. Engage in reflective practice that supports professional learning and practice.

NQT Suggested Responsibilities include:

- Apply to commence the Droichead process on the Teaching Council portal.
- Retain a copy of the Approval to Commence email and provide a copy to the PST.
- Register for Cluster Meetings.
- Plan weekly and termly.
- Be aware of relevant school policies.
- Engage in observations including pre-observation and post-observation conversations.
- Maintain a Taisce to support reflective practice.
- Update Droichead documentation including the Standards and Induction Plan.
- Complete Form D online with the PST at the conclusion of the process.

Role of Principal

As leader of learning in the school, the principal fosters a learning culture in which Droichead can flourish and supports the PST in facilitating a quality induction process.

The principal may engage as a member of the PST or undertake an oversight role. In an oversight role, the principal supports the NQT and PST throughout the process but does not sign Form D.

Oversight responsibilities may include:

- Reading and supporting implementation of the Droichead policy.
- Identifying suitable PST members.
- Supporting appropriate class allocations.
- Attending part of PST meetings where appropriate.
- Affirming the work of the PST and NQT.
- Ensuring secure retention of records in line with the school's data retention policy.

Protocols

This policy advocates adherence to the protocols identified in Droichead – The Integrated Professional Induction Framework, Teaching Council, March 2017, including:

- Professional Conversations

- Observation
- Maintaining Records
- Concluding the Droichead Process

Supporting Documentation

The following documentation supports implementation of Droichead in the school:

Teaching Council Documentation:

- Droichead: The Integrated Professional Induction Framework, March 2017
- Code of Professional Conduct for Teachers
- Cosán: Framework for Teachers' Learning
- Registration Handbook
- Post-qualification Professional Practice Procedures

Oide Droichead Induction Division Documentation:

- Teaching Council Standards
- Droichead Outline Plan – Primary
- Droichead Standards and Induction Plan – Primary

Department of Education:

- Looking at Our School 2022: A Quality Framework for Primary Schools and Special Schools

Review

This policy will be subject to annual or biannual review informed by ongoing experience. Review will be led by the principal in collaboration with the PST and relevant staff members.

Ratification

This policy was formally ratified by the Board of Management of Scoil Mhuire Portroe on 24th February 2026.

Chairperson

Principal

Date: 24th February 2026

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