

NQT Manager Quick Start

Welcome.

NQT Manager is your online system to register and support NQTs. The system is intuitive and simple to use.

If you have ever set up a Facebook, Twitter or online banking account successfully you will be able to do the same just as easily with NQT Manager.

Getting started.

To get started on NQT Manager your school must be registered with the system. To discover if your school has been registered go to the NQT Manager website (www.NqtManager.com) and click East Sussex Teaching School Alliances. Then click on Register as an Induction Co-ordinator and select your school from the list. If your school does not appear in the list contact our administrator (nqt@strichardsgcc.com). If your school does appear in the list click on it and check that the details are correct. If your details are incorrect please change them and click the Save button. You are ready to set up the key people for your school.

Key people for your school.

There are three key people to set up on your school account:

1. The school administrator. This person can input all of the administrative details for your school such as the tutors and the NQTs. They can not view or alter any of the documents relevant to the NQTs or the tutors. The school administrator role is exactly what it says – to deal with the administrative information that makes the system run smoothly for everyone.
2. The induction coordinator. This person can add or remove NQTs and tutors. They can assign NQTs to tutors. They can complete assessments. The induction coordinator can also amend or add headteacher details, which may be necessary in the event of a change of staff.
3. The tutor. This person can also add or remove NQTs and tutors but they can not assign them. They can complete assessments. A school can assign several people to be tutors.

Each key person has a comprehensive user manual. These are available on the St Richard's website (<https://www.strichardsgcc.com/teaching-school/welcome/>). The relevant manual is attached to the welcome email sent by NQT Manager when they are set up by the school administrator on the system.



Where do I begin?

Step One.

You receive a welcome email from NQT Manager.

Step Two.

You go to the NQT Manager website (www.NqtManager.com). You select East Sussex Teaching School Alliances and click on your school's name.

Step Three.

You log in for the first time and change your password from the one in your welcome email to one memorable and known only to you.

Step Four.

You check that your school details are correct.

Step Five.

You register a member of your (usually administrative) staff as the school administrator.

Step Six.

The school administrator registers the other key people.

How long does this take?

A first time user, working without consulting the user manual completed the first six steps in 25 minutes.

What if it doesn't work?

If it doesn't work for technical reasons call the technical support number on the NQT Manager website.

If it doesn't work because the information required is unknown to you or unclear email the NQT support provided by East Sussex Teaching School Alliances (nqt@strichardsc.com)

What if it does work?

Now your school induction coordinator or tutor is ready to register your NQT/s.