

## **Appropriate Body Services 2022 – 24**

All schools that offer a statutory induction are required to register with an Appropriate Body to support their Early Career Teachers (ECTs). All ECTs must take part in a two-year period of induction, underpinned by the Early Career Framework (ECF). At Thames South TSH our Appropriate Body service will meet the needs of schools from all phases and settings across the hub region and beyond, supporting ECTs during this important period. Working with our experienced partners Bromley Schools' Collegiate, we will deliver professional guidance and support at every step of the induction process.

Our Full Induction Appropriate Body service includes:

- Support and advice available at every step of the induction process through our telephone helpline and email system
- Induction handbook including progress review exemplification
- Advice and guidance on statutory guidance for ECF
- Ensuring that the training and support provided by the school meets the ECF
- Providing a named contact for ECTs to give support and guidance
- Access to ECT manager (our paperless management system) including updating statutory records with the Teacher Regulation Agency (TRA)
- Management of end of year ECT assessment reports
- Management of ECT progress reports
- Full ECT induction management including report tracking and reminders
- Bank of user guides and development videos to support with the induction process
- Training session for Induction Tutors at the start of Induction
- Termly webinars for ECTs, Mentors, Induction Tutors and Head Teachers
- Termly newsletters with advice, guidance and support
- Course management system for additional training offers to ECTs / Schools
- Quality Assurance processes including visits to a selection of schools
- Support, guidance and advice with any concerns over the progress of your ECTs including support visit, report and coaching plan agreement if needed

**Cost: £285 per ECT per year**



### **Schools not following a Full Induction Programme**

Any school whose ECT is not signed up for a full induction programme will need to contact us as a matter of urgency in order to discuss our ECF-Fidelity Checks. Initial Fidelity Checks must be carried out and be satisfied before your ECT can begin induction. Fidelity checks will then be carried out again at the end of term three and before the end of induction. Please contact us for an individual quote for these fidelity checks. If a school has opted for a Full Induction Programme then no ECF fidelity checks are required.

If you would like to register your ECTs with us for our Appropriate Body Service, please complete the information below, sign and return as soon as possible to [thamessouthsh@nestschools.org](mailto:thamessouthsh@nestschools.org)

**Appropriate Body Service 2022-24 Registration Form**

I would like to use the Thames South TSH Appropriate Body Service at a cost of £285 per ECT per year. This will be invoiced at the point of registration for induction (non-refundable).

<b>Name of School</b>	
<b>DFE Number</b>	
<b>School Address</b>	
<b>Name of Headteacher</b>	
<b>Email address of Headteacher</b>	
<b>Name of Induction Tutor</b>	
<b>Email address of Induction Tutor</b>	
<b>ECT Name(s)</b>	
<b>Induction start date (this cannot be before 1.9.22 due to statutory guidance)</b>	
<b>Name of school finance contact</b>	
<b>Email address of finance contact</b>	

**Authorised Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Route chosen for ECT Induction**

Please indicate which ECF based induction you have chosen for your ECTs:

<b>Full Induction Programme</b>	Y/N	Please indicate which Lead Provider or Delivery Partner you are signed up with:	
<b>Core Induction Programme</b>	Y/N	Please indicate which materials you will be using:	<input type="checkbox"/> Ambition Institute
			<input type="checkbox"/> Education Development Trust
			<input type="checkbox"/> Teach First
			<input type="checkbox"/> UCL
<b>School Based Induction Programme</b>	Y/N		
<b>Unsure</b>	Y/N	Please contact us to discuss this further	