**Appropriate Body Services**

**Service Level Agreement (SLA) with Schools and Colleges 2023-2025**

At Thames South TSH our Appropriate Body service will meet the needs of schools and colleges from all phases and settings across the hub region and beyond, supporting ECTs during this important period. We will deliver professional guidance and support at every step of the induction process, delivering a service according to the roles and responsibilities as set out in Induction for early career teachers (England) [Induction for early career teachers (England)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1151553/Statutory_Induction_for_early_career_teachers_england.pdf)

This SLA is intended to define the ECT induction services provided by Thames South Teaching School Hub as well as the responsibilities of the school or college.

Our Full Induction Appropriate Body service includes:

* Support and advice available at every step of the induction process through our telephone helpline, email system ([thamessouthtsh@nestschools.org](mailto:thamessouthtsh@nestschools.org)) and ECT Manager Help desk ticket
* Advice and guidance on statutory guidance for Induction
* Induction handbook including progress and assessment review exemplification
* Ensuring that the training and support provided by the school meets the ECF
* Providing a named contact for ECTs
* Access to ECT Manager (our paperless management system) including updating statutory records with the Teacher Regulation Agency (TRA)
* Management and review of ECT termly progress review reports
* Management and review of end of year ECT assessment reports
* Full ECT induction management including report tracking and reminders
* Webinar session for Induction Tutors and ECTs at the start of Induction
* Termly webinars for Induction Tutors
* Quality Assurance processes including visits (a blend of virtual and in-person) to a selection of schools
* Keeping in touch meetings offered to support Induction Tutors
* Support, guidance and advice with any concerns over the progress of your ECTs including support meetings and coaching plan agreement if needed
* Assessing requests to reduce/increase the length of the induction period in compliance with the March 2021 guidance.
* Making the final decision as to whether the ECT has satisfactorily met the Teachers’ Standards, based on the headteacher’s recommendation.

**Cost: £175 per ECT per year**

**Appropriate Body Service 2023-2025 SLA Registration Form**

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

**Once your form has been processed you will receive a welcome email with details regarding ECT Manager Schools/Colleges will need to register ECTs details on ECT Manager in order for induction to begin**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/College |  | | | |
| DFE Number |  | | | |
| School/College Address |  | | | |
| School Telephone number |  | | | |
| Name of Headteacher |  | | | |
| Email address of Headteacher |  | | | |
| Name of Induction Tutor |  | | | |
| Email address of Induction Tutor |  | | | |
| Name of school/college finance contact |  | | | |
| Email address of finance contact |  | | | |
| ECT details (please add additional lines as required) | Name of ECT | Induction start date (not before 1.9.23 due to statutory guidance) | Year 1 or Year 2 ECT? If year 2 please add previous AB | Full time (F) or part time (PT)? (please state contract if PT e.g.0.5) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please also sign below to confirm the following;**

* The ECTs listed above have been appointed to a suitable teaching post to complete their induction
* The ECTs listed above have been awarded QTS (or pending for Sep)
* A Mentor (with QTS) will be assigned to each ECT who has the ability and time to carry out their role
* The Induction Tutor (with QTS) has the ability and time to carry out their role
* The school is providing a reduced timetable for the ECT (90% Year 1 and 95% Year 2) in addition to PPA
* The ECT has been provided with a named contact with the AB with whom to raise concerns about their induction that cannot be reselved in school (Jennie Trevillion thamessouthtsh@nestschools.org)
* You have identified the type of ECF-based induction you are providing for your ECTs below

More detailed guidance can be found here if needed [Induction for early career teachers (England)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1151553/Statutory_Induction_for_early_career_teachers_england.pdf)

I would like to use the Thames South TSH Appropriate Body Service at a cost of **£175 per ECT per year**. This will be invoiced at the point of registration for induction and at the start of the second year of induction (non-refundable)

**Authorised Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click or tap to enter a date.

**Route chosen for ECT Induction**

**TSTSH works with UCL** to deliver the ECF fully funded induction programme. Please indicate which ECF based induction you have chosen for your ECTs below:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. A funded provider-led programme | Y/N | UCL programme  Other  Please indicate here which Lead Provider or Delivery Partner you are signed up with: | |
| 1. Schools deliver their own training using DfE accredited materials and resources   \*incur additional fidelity check costs | Y/N | Please indicate which materials you will be using: | Ambition Institute |
| Education Development Trust |
| Teach First |
| UCL |
| 1. Schools design and deliver their own two-year induction programme for ECTs based on the ECF   \* incur additional fidelity check costs | Y/N |  | |
| If option 2 or 3 selected has a fidelity check already been completed for 2 year ECF programme? | Y/N | Please indicate here who completed fidelity check\*\* (Named LA or previous Appropriate Body):  \*\**Documentation will need to be provided to TSTSH ( no additional cost incurred)* | |
| Unsure of ECF option | Y/N | Please contact us to discuss this further | |

Schools **not** following a funded provider-led programme (option 1)

If you choose option 2 or 3 then initial ECF fidelity checks must be carried out by TSTSH and be agreed 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. TSTSH will honour any completed fidelity check by a LA or previous Appropriate Body provider if no significant changes are made to ECF programme being followed for induction (there is no additional cost charged from TSTSH). If a school has opted for a funded provider-led programme (option 1) then no ECF fidelity check is required.