

# **Welcome to ECT Induction Tutor briefing**

**Jenna Fishwick**

**Assistant Director of TSTSH and Appropriate Body Lead**

**Derek Boyle**

**BSC SCITT Director**

**Please note, we will be recording this session.**

## **Session aims:**

- Importance of ECT Induction
- Role of the Appropriate Body
- Roles and Responsibilities in Induction

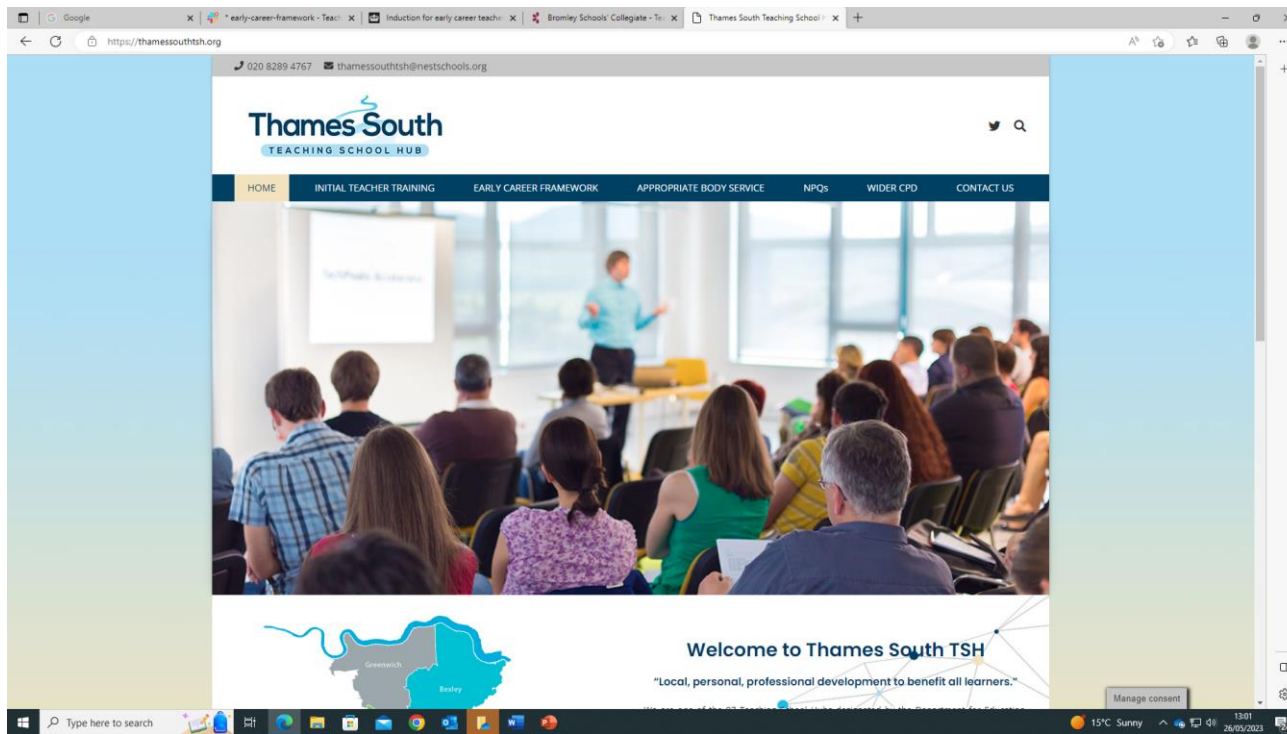
## The Appropriate Body Team

- Nick Tildesley – Director of TSTSH (from Sep 2023)
- Jenna Fishwick – Assistant Director and AB Lead
- Jennie Trevillion – ECF Programme Lead and named contact at AB for ECTs to raise any concerns about induction
- Derek Boyle – BSC SCITT Director and support for those ECTs who require additional support plans
- Sally Booth – TSTSH administrator
- Maria Perez-Yalan – TSTSH admin officer

Contact any of the above via [thamesouthtsh@nestschools.org](mailto:thamesouthtsh@nestschools.org)

[www.thamessouthtsh.org](http://www.thamessouthtsh.org)

For information and contact details



## What is ECT Induction?

Statutory induction is the bridge between initial teacher training and a career in teaching.

It combines a structured programme of development, support and professional dialogue, underpinned by the Early Career Framework, with monitoring and an assessment of performance against the Teachers' Standards.

## Reminder of key elements of teacher Induction from September 2021 (which have been updated for September 2023)

[Induction for early career teachers \(England\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

- ECT induction will last two years. Reductions to this only apply for a few specific reasons.
- The Early Career Framework was introduced – a two year entitlement to support, training and professional development.
- An ECT will have a mentor, who will coach and support **and** an induction tutor, who will monitor and assess – so the role has been split and will be undertaken by two different colleagues. (unless in smaller schools)
- 2 formal assessments and 4 progress reviews during induction.
- Funding is provided for ECT and mentor release time in second year of induction.

# Thames South

TEACHING SCHOOL HUB

## Appropriate Body

Thames South TSH is the **Appropriate Body**, which oversees the statutory induction process

## Early Career Framework

Thames South TSH are the delivery partner for the **ECF** using UCL as the lead provider

## NPQs

Thames South TSH are the delivery partner for **NPQs** using TDT as the lead provider

Our region covers Bromley, Bexley and Greenwich but we are happy to work with others beyond this area

## Monitoring support of the ECT -

- Checking that the ECT is receiving their statutory entitlements
  - *The ECT has been appointed to a suitable teaching post to complete their induction*
  - *The ECT has 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 Jennie Trevillion ([thamessouthtsh@nestschools.org](mailto:thamessouthtsh@nestschools.org))*
  - *The school has identified the type of ECF-based induction they are providing for your ECTs*
- Providing Early Career Framework (ECF) fidelity checks to ensure schools are supported to provide the ECT with an ECF-based induction

**From revised 2023 statutory guidance:**  
ECT and mentor sessions are expected to be timetabled during teaching hours. In exceptional circumstances however where schools require flexibility due to timetabling constraints, mentoring may take place outside of teaching hours but should always be scheduled within contracted time (see para 2.44)



# Overview of the AB Service

## Monitoring assessment of the ECT –

- Management and review of ECT termly progress review reports and annual formal assessments (using ECT Manager software)
- Based on the Headteacher's recommendation, making the final decision as to whether the ECT has satisfactorily met the Teachers' Standards, and therefore successfully completed induction
- Reporting the completion of induction to the Teaching Regulation Agency (TRA)

The ECF is not, and should not be used as an assessment framework, but will provide funded training and support to help ensure the success of ECTs. ECTs will not be expected to collect evidence against the ECF, and they continue to be assessed against the **Teachers' Standards** only.

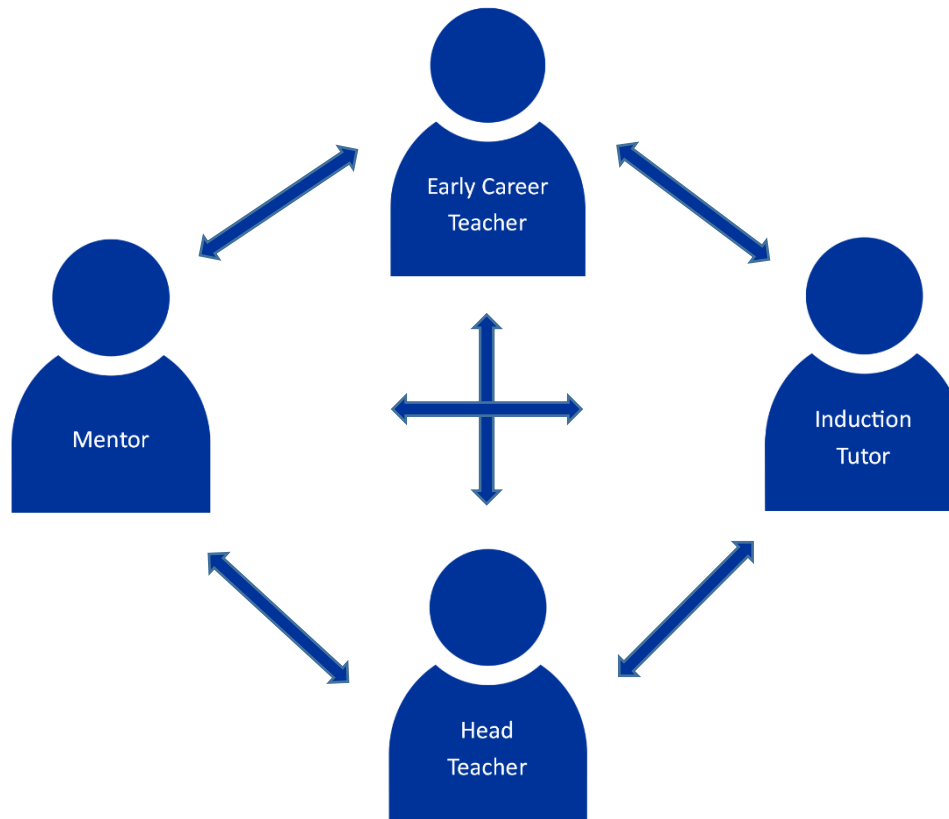
## Key services provided to support this:

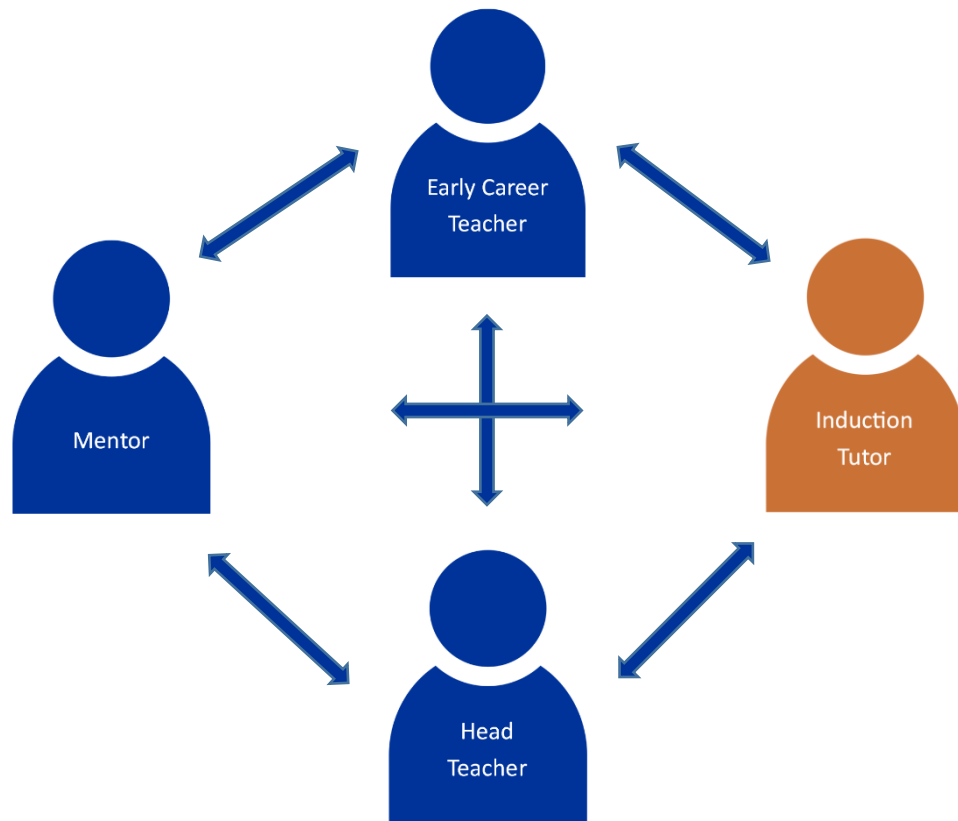
- Telephone helpline and email helpdesk for ECTs, Induction Tutors and Headteachers  
Call - 0208 289 4767 email: [thamesouthtsh@nestschools.org](mailto:thamesouthtsh@nestschools.org) or raise a helpdesk ticket on ECT manager
- Welcome webinar for Induction Tutors (repeated Sep) and ECTs and followed up with termly briefings for Induction Tutors
- Induction handbook with key information including progress review and assessment report exemplification
- ECT Manager to manage the induction process
- Review of termly progress reviews and formal assessments
- Quality Assurance visits (a blend of remote or in-person, as determined by the AB)
- Keeping-in-touch meetings offered to Induction Tutors
- Providing a named contact at AB for ECTs to raise concerns about induction - Jennie Trevillion [thamesouthtsh@nestschools.org](mailto:thamesouthtsh@nestschools.org)

## **Roles and Responsibilities**

## Key Roles in Statutory Induction

\*more detail about these given in handbook and in Statutory induction guidance





## Induction Tutor

Attend induction tutor briefings - TSTSH

Meet all ECTs and Mentors at beginning of induction so all aware of roles and responsibilities

Meet at least termly with ECT (and once at beginning of induction) for Progress review meetings

Observe ECT teaching\* (formal)

Complete progress reviews and assessments

Take prompt action if the ECT appears to be having difficulties

*\*please see section on who can observe ECTs for formal assessments*

## Mentor

Participate in ECF mentor training (if applicable)

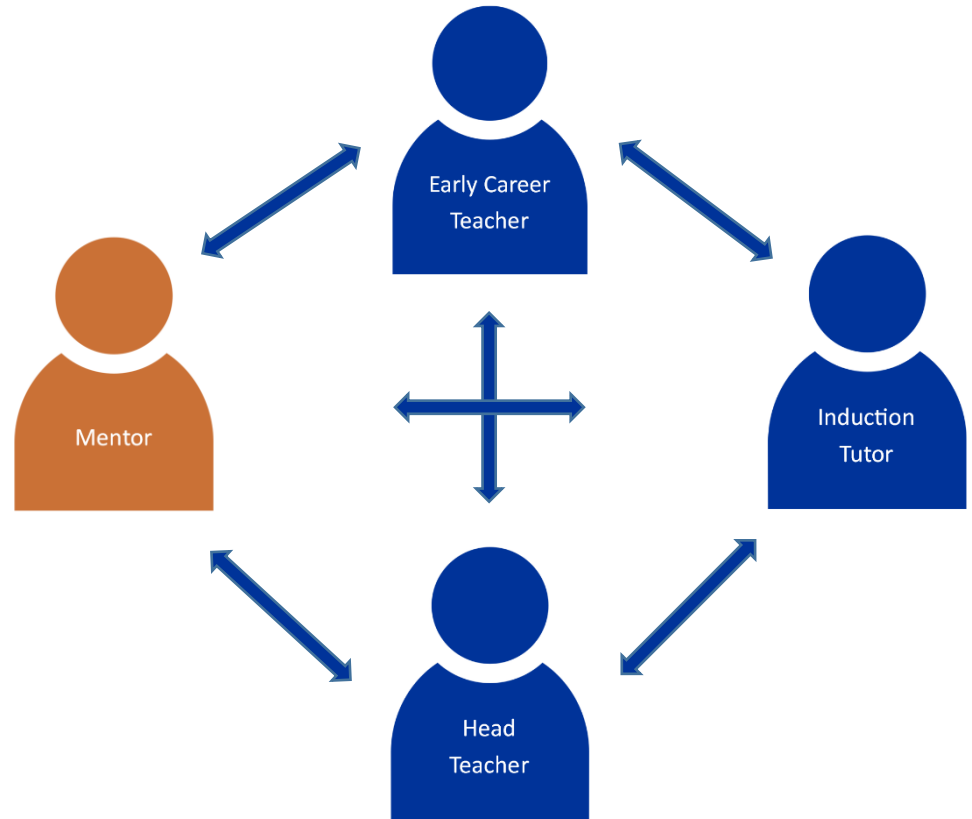
Year 1 - Weekly (or regular) mentor meetings with ECT contextualising the ECF training materials

Year 2 – Fortnightly (or regular) mentor meetings

Keep a record of these meetings

Observe ECT teaching (informal as part of ECF programme)

Inform Induction tutor if ECT having difficulties and share successes

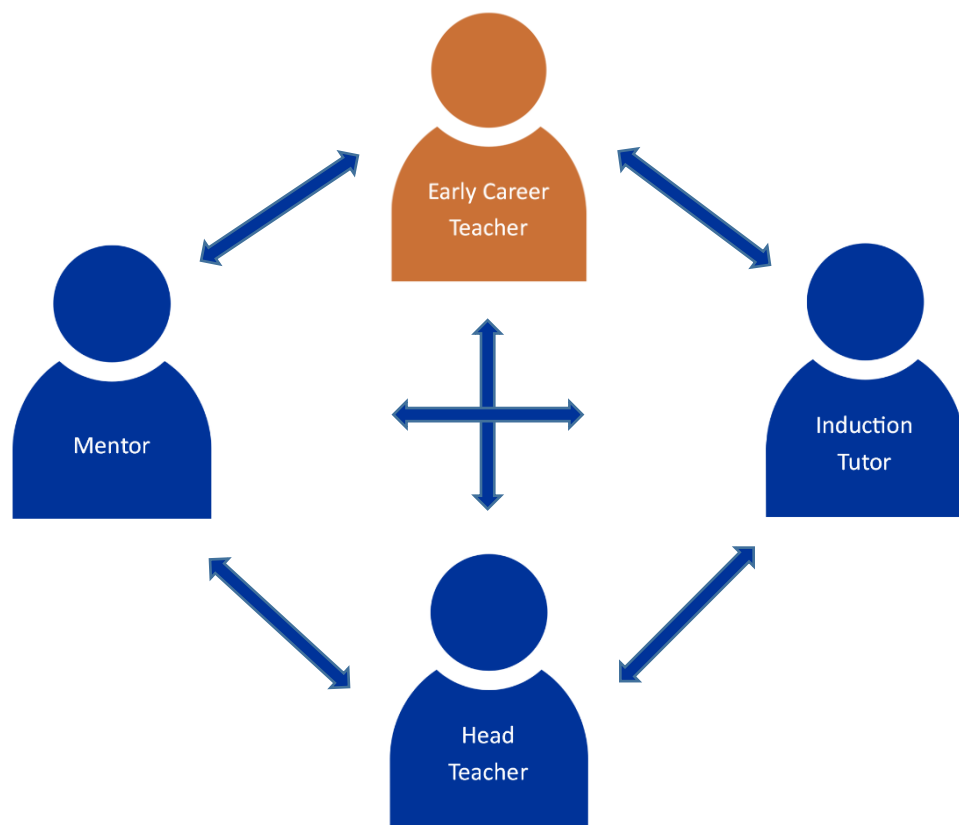


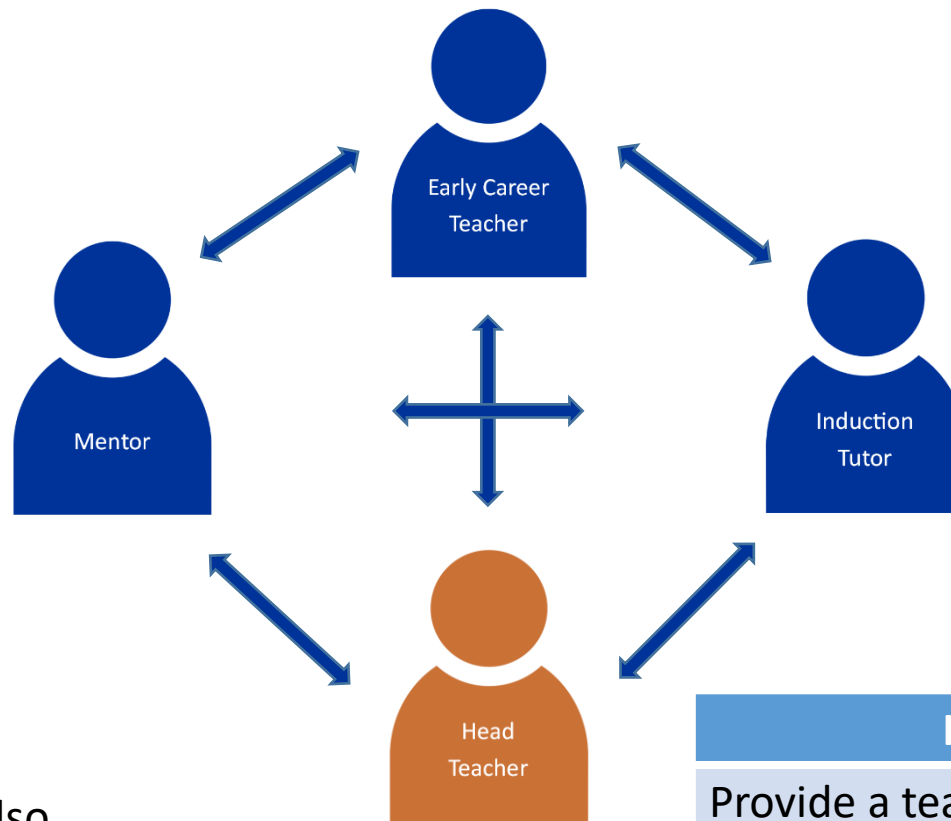
## Early Career Teacher

Engage with the Early Career Framework

Continue to meet the Teachers' Standards (provide evidence as requested)

Observe experienced teachers





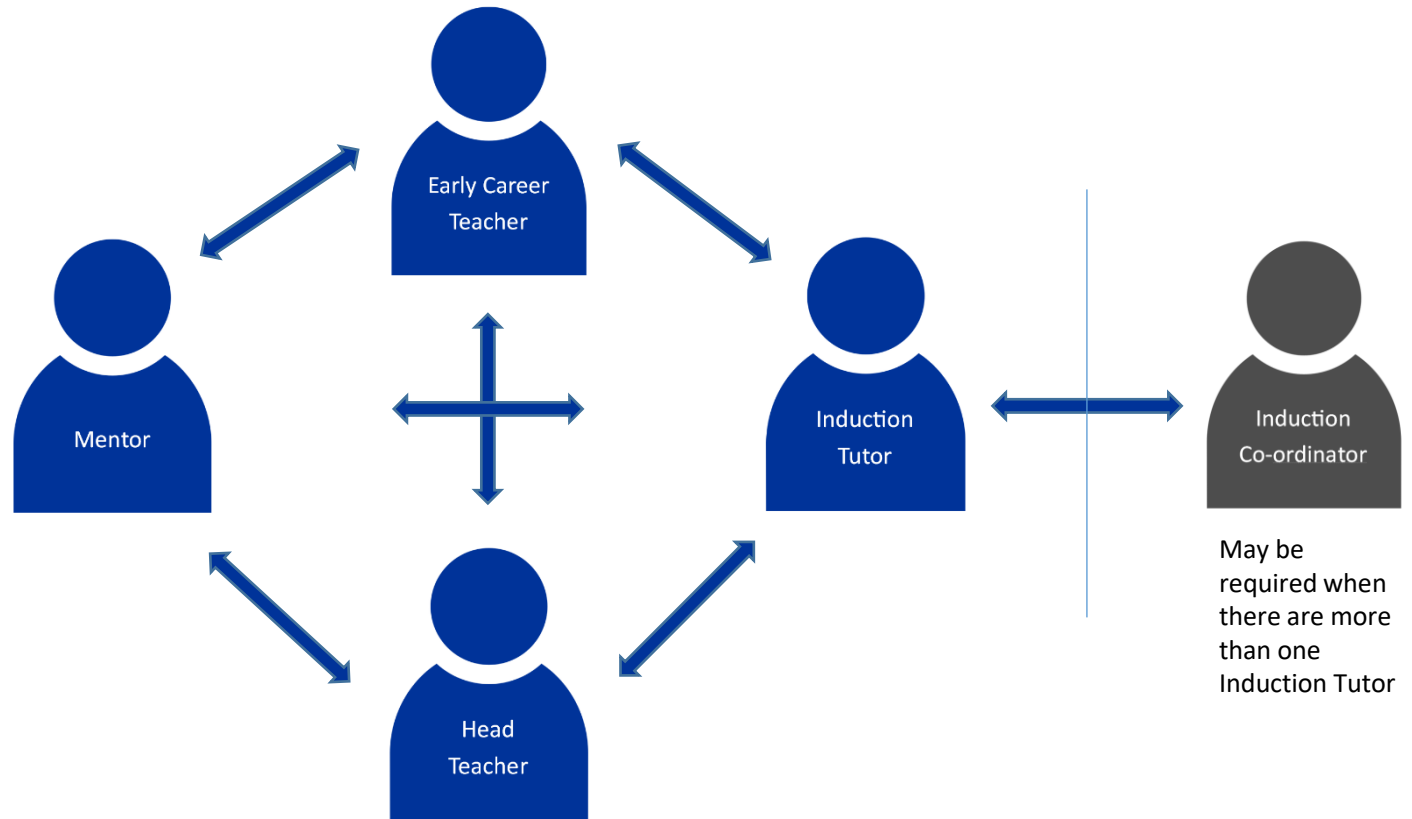
In a small school the Head Teacher may also be the Induction Tutor

## Headteacher

Provide a teaching post that is suitable for induction to be completed

Sign-off assessments and make final recommendation





May be required when there are more than one Induction Tutor

## Induction Co-Ordinator (Optional)

Co-ordinate and quality assure the work of the induction tutors

## How to register your ECT for induction – 3 steps

1. Complete the google form [here](#) to register your intent to use TSTSH for AB and/or ECF (emailed and on our website) if you have new ECTs (Y1 or 2)
2. Register school, ECT(s) and (lead) induction tutor on [the DfE Online Service](#) to confirm which ECF programme you will be following:
  - a) *Full Induction Programme (the training provider for TSTSH is UCL); or*
  - b) *Using DfE accredited resources to plan your own\* (using the DfE accredited training materials); or*
  - c) *Designing your own School based induction Programme\*.*
3. Register ECT(s), induction tutor and mentor on [ECT manager](#) once details confirmed with TSTSH. **£175 per ECT per year. SLA on website**

\*Fidelity checks are required and incur a cost

**Remember Induction cannot start until ECT registered on ECT manager**



Help & Support

### Thames South Teaching School Hub's online ECT support and induction management system

Welcome to our paperless ECT Management system. This service allows you to register your ECTs and submit their electronic assessments securely online.

[Click here](#) if you don't know your login details or can't access your account

**Login**

If you don't know or can't remember your username/password [click here to reset it.](#)

**Appropriate Body:**  
Thames South Teaching School Hub

If this is not your appropriate body, please [click here](#) to select the correct one.

**Username:**

 \*

**Password:**

 \*

Show Password

**Log In**

**Register Your School with Thames South Teaching School Hub**

If you are from a school and your school is new to Thames South Teaching School Hub, your school's induction lead will need to register their details. Once registered, they will then need to be authorised by Thames South Teaching School Hub.

[Register your school.](#)

**User Manuals**

Need some extra help? Then our user manuals are here to get you up and running. [Download them now.](#)

When entering new year 1 ECTs: Please enter start date 1/9/23 for Start of Induction

For those Schools joining TSTSH from another Appropriate Body please await instructions for transfer of information

If you are unsure of what information to add please use the helps guides or contact TSTSH

# The Induction Programme

In September, please download the handbook from our website  
<http://thamesouthtsh.org>

This will also be emailed and uploaded to ECT Manager

Induction briefing repeated on Tuesday 5<sup>th</sup> September at 3.45pm

**ECT Appropriate Body Handbook**

2023-4

**Induction Tutor briefings for Appropriate Body 2023-4**

Autumn:	Tuesday 7 <sup>th</sup> November 3.45pm
Spring:	Thursday 22 <sup>nd</sup> February 3.45pm
Summer:	Tuesday 4 <sup>th</sup> June 2024 3.45pm

## Induction Documentation for Induction Tutor

1. [Copy of ECF](#) and overview of your programme
2. Copy of [Teachers' standards](#)
3. Copy of TSTSH handbook
4. Access to DfE Induction of teachers' [statutory guidance](#)
5. Schedule of Meetings for the year
6. Folder for Meeting Notes
7. Lesson Observation forms (3 per year) This can be on a school proforma
8. Progress Reviews (2 per year) – saved in Word and uploaded onto ECT Manager proforma
9. Assessment Forms (1 per year) - saved in Word and uploaded onto ECT Manager proforma
10. Timetables of each ECT

## Year 1 Overview for Induction

### Autumn Term

- 2 meetings with IT (one in each half term).
- 1 lesson observation of ECT.
- ECT to engage in the ECF programme.

End of term:

Progress Review 1

### Spring Term

- 1 progress review meeting with IT
- 1 lesson observation of ECT.
- ECT to engage in the ECF programme.

End of term:

Progress Review 2

### Summer Term

- 1 progress review meeting with IT
- 1 lesson observation of ECT.
- ECT to engage in the ECF programme.

End of term:

First Assessment

Dates for 2023 for Progress reviews and Assessment reports

Term 1 – Friday 1st December 2023

Term 2 – Thursday 14<sup>th</sup> March 2023

Term 3 – Friday 5<sup>th</sup> July 2023

## Year 2 Overview for induction

### Autumn Term

- 2 meetings with IT (one in each half term).
- 1 lesson observation of ECT.
- ECT to engage in the ECF programme.

End of term:

**Progress Review 1**

### Spring Term

- 1 progress review meeting with IT
- 1 lesson observation of ECT.
- ECT to engage in the ECF programme.

End of term:

**Progress Review 2**

### Summer Term

- 1 progress review meeting with IT
- 1 lesson observation of ECT.
- ECT to engage in the ECF programme.

End of term:

**Final Assessment**

Dates for 2023 for Progress reviews and Assessment reports

Term 1 – Friday 1st December 2023

Term 2 – Thursday 14<sup>th</sup> March 2023

Term 3 – Friday 5<sup>th</sup> July 2023



## Progress Reviews

*We recommend any prose is first written in word and then copied into ECT manager*

*Exemplar and further guidance provided by TSTSH*

- Confirm if the ECT is on track to complete induction successfully.
- Give brief details of the reasons why and the **evidence** this judgement is based on. This should include;
  - Review the developmental targets set last time
  - Summarise 2-3 strengths linked to the teaching standards being focused on
  - Set 2-3 development targets for the term ahead
- Confirm that the ECT has been informed, if they have been marked as not on track.
- Confirm that a personal support plan has been put in place, if the ECT is not on track. Please inform TSTSH BEFORE you complete the plan.
- Confirm the ECT has accessed the ECF.
- Confirm that the ECT is staying at the school.
- ECT's comments and signed
- Signed by Induction Tutor

## Assessment Reports – a fair assessment

*We recommend any prose is first written in word and then copied into ECT manager*

*Exemplar and further guidance provided by TSTSH*

- Confirm if the ECT is on track to complete induction successfully.
- Give brief details of the reasons why and **evidence** this judgement is based on. This should include;
  - Make statements against progress for each teachers' standard of strengths and areas requiring further development, even where progress is satisfactory and/or area of concern
  - Set 2-3 development targets for the term ahead
- Confirm that the ECT has been informed, if they have been marked as not on track.
- Confirm that a personal support plan has been put in place, if the ECT is not on track. Please inform TSTSH BEFORE you complete the plan.
- Confirm the ECT has accessed the ECF.
- Confirm that the ECT is staying at the school.
- ECT's comments and signed
- Signed by Induction Tutor

## **ECTs at risk of NOT meeting the Teachers' Standards**

- 'nothing unexpected' at the end of induction – keep an open dialogue
  - Induction Tutor to let AB know as soon as there is a concern about an ECT as risk of not meeting the teachers' standards – do not wait until a progress review or assessment report is submitted
  - Guidance document on TSTSH website and in handbook
  - Case will be passed to the 'Tier 2 support' team to follow up and provide additional support and guidance
- 
- Do remember that ECT induction and capability can run concurrently.

## **Key services provided for ECTs making unsatisfactory progress**

Additional tier 2 support for those ECTs not yet meeting teachers' standards:

- TSTSH colleague will meet (either virtual or face to face) Induction Tutor and ECT for initial discussion about concerns and check statutory induction requirements in place
- TSTSH Template given for support plan to Induction Tutor and guidance given on how to complete which is then reviewed and implemented over 6 week period
- Support visit (either virtual or face to face) is offered during the support plan process to check plan is being followed by all parties involved
- Review at end of 6 week cycle and uploaded to ECT manager

- will need to serve the full time equivalent of two full school years, so 0.5 = 4 years.
- ECTs who have completed a period **covering but not equivalent to** two full school years and can demonstrate that they meet the Teachers' Standards they may be able to have their induction period reduced.
- A progress review need to be completed every term but the Assessment reports are pro-rotta (but not if fall in same term)
- You can only apply for reduced induction the term prior to minimum of 2 years being covered.
- Discuss ECF programme with your delivery partner

## Reducing/Increasing Induction

- TSTSH will assess requests to reduce/increase the length of the induction period, or consider special circumstances, in compliance with the April 2023 guidance.

For example reducing induction:

- *previous teaching experience e.g. taught in the private sector or QTS gained via assessment only route (minimum 1 term induction to be completed)*

For example increasing induction:

- *Automatically where ECT absence exceeds 30 days in one year or where there is insufficient evidence to make a decision*

If your ECT is following a non-standard induction (i.e. not starting in September) you must contact us to discuss induction dates

## Absence

The induction period is automatically extended when an ECT's absences **per year of induction** (or equivalent for part-time teachers) total **30 days or more**. This is added on at the end of each year of induction

Progress review and assessment dates will therefore be slightly different to 'standard' ECTs

## Reminder

An ECT has **one chance only** to complete induction.

An ECT who has completed induction, and failed to meet the Standards, is not permitted to repeat induction.

While such an ECT does not lose his or her QTS, he or she cannot be employed lawfully as a teacher in a relevant school.



## **Professional Associations**

TSTSH recommends that ECTs give serious consideration to joining a union. The teacher unions provide a range of CPD opportunities and, when necessary, individual confidential support and advice.

## Top tips from Induction Tutors

- Meet with all ECTs and Mentors at the beginning of each year of induction to share your expectations and explain processes
- Have a shared drive between you and each ECT to upload any documents that they want to share with you as Induction Tutor
- Give your ECTs a template to complete observations of other colleagues
- Have a word document for each ECT with previous progress reviews and assessments reports – helps for monitoring progress of previous targets and can be shared in advance of progress review meetings
- Print out key dates for the year – report deadlines, briefings (*this will be sent to you*)
- Let the AB know if you have any questions, especially about ‘non-standard’ ECTs (who are not following usual termly timings)
- Give ECTs suggestions of how to use their additional time

**Remember Induction cannot start until ECT registered on ECT manager**

## Just a recap of our most FAQs:

Q: Who can observe the ECT for formal observations?

A: Induction Tutor, Headteacher or delegated member of T&L team

Q: Who completes the Progress review meeting and written reviews/reports?

A: The Induction Tutor

Q: What date do I have to complete the progress review and Assessment reports

A: All dates will be published in handbook and on ECT manager

Q: I am worried my ECT is not meeting all the teachers' standards

A: Speak to HT and then AB – set up support plan

Q: My ECT is struggling with workload – can we stop following the ECF resources?

A: No - speak to ECF provider who can support reviewing content

Q: Information on ECT manager seems incorrect what should I do?

A: Raise a helpdesk ticket or contact us

**PLEASE: Update any changes to Induction Tutor on DfE and ECT manager**

Please visit our website for a range of CPD opportunities with our local Curriculum hubs and research schools for your ECT and wider staff.

The screenshot shows a web browser displaying the Thames South Teaching School Hub website. The browser's address bar shows the URL <https://thamessouthsh.org/wider-cpd/>. The website header includes the Thames South Teaching School Hub logo and a navigation menu with links for HOME, INITIAL TEACHER TRAINING, EARLY CAREER FRAMEWORK, APPROPRIATE BODY SERVICE, NPQs, WIDER CPD (which is highlighted), and CONTACT US. Below the navigation menu, the page title is "Wider CPD" with a breadcrumb trail "Home > Wider CPD". A main heading reads: "We believe that professional learning is at the heart of school-led improvement. Please see below the wider professional development opportunities that are currently available through Thames South TSH and our partners:". Below this, there are three featured sections: 1. "Working with MATHSHUBS LONDON THAMES" with the text "Specialist Knowledge for Teaching Maths – Primary Early Career Teachers (Phase 1) (Applications for 22/3 now closed, please await launch of 23/4 dates)" and a description of the project. 2. "nest Nexus Education Schools Trust" with the text "NEST Nursery and Pre-School Forum (formerly run by EYELA Early Years Excellence Learning Alliance)" and a description of the forum. 3. "Thames South Teaching School Hub" with the text "Supporting pupils with SEN in Mainstream Schools (Applications for this cohort closed but to see more details, email thamessouthsh@nestschools.org to express interest in future cohorts)" and a description of the coaching programme. At the bottom of the page, there is a "Manage consent" button.

**Questions?**