**Template (optional) to complete prior to uploading Progress Reviews/Reports to ECT Manager**

***To be used alongside document: TSTSH Progress Reviews and Assessment report guidance 23-24 for exemplars***

The following is a **suggested structure** for the induction tutor sections of the progress review and Assessment reports, under the recommendation of on track/not on track.

**You can use the same basic structure for all your ECTs and just adapt according to each ECT’s individual strengths/areas for development.**

***NOTE: All parties must review and sign the assessment review process on ECT manager to complete process***

|  |  |
| --- | --- |
| ECT Name |  |
| Induction Tutor Name |  |
| ECF mentor |  |
| Year Group/Department |  |

|  |  |
| --- | --- |
| **Progress Review 1** | |
| Date of Progress review meeting |  |
| On track to meet Teachers Standards? Yes/No (support plan if required) |  |
| Days absent since last review/assessment completed |  |
| General Comments (inc. review of last targets – if applicable- and 3-5 strengths demonstrated this term with evidence) | (ECT name) has demonstrated particular areas of strength against the following Part 1 Teacher’s Standards:………….add teachers’ standards met (3-5 standards discussed with where evidence is from)  Evidence to support these judgements can be found in the following records… (add in details of documents/evidence such as meeting notes/ lesson observation feedback/ feedback notes from mentor, planning, student’s books etc.) |
| Developmental targets for next term linked to TS (2-3) | Areas of development have been discussed during progress review meeting and these (2-3) SMART targets have been agreed for the term ahead. (add targets) |
| Discussion and evidence for Part 2 | 1. The ECT upholds public trust in the profession and maintains high standards of ethics and behaviour, within and outside the school: Discussed? Yes/No   Evidence (Select from drop down menu):  Still needed/ Some evidence/ Strong evidence   1. The ECT has proper and professional regard for the ethics, policies and practices of the school in which they teach, and maintains high standards in their own attendance and punctuality. Discussed? Yes/No   Evidence:  Still needed/ Some evidence/ Strong evidence   1. The ECT has an understanding of, and always acts within, the statutory frameworks which set out their professional duties and responsibilities. Discussed? Yes/No   Evidence:  Still needed/ Some evidence/ Strong evidence  NOTE: If evidence ‘still needed’ space available to note why issue/concern linked to the specific standard. |

|  |  |
| --- | --- |
| **Progress Review 2** | |
| Date of meeting |  |
| On track to meet Teachers Standards? Yes/No (support plan if required) |  |
| Days absent since last review/assessment completed |  |
| General Comments (inc. review of last targets – if applicable- and 3-5 strengths demonstrated this term with evidence) | Evidence gathered from (insert name) this term demonstrates progress towards meeting targets set at the last progress review.  Cut and paste targets from Progress Review 1 and indicate whether they have been met/partially met/not met.  (ECT name) has also demonstrated particular areas of strength against the following Part 1 Teacher’s Standards:………….add teachers’ standards met (3-5 standards discussed with where evidence is from)  Evidence to support these judgements can be found in the following records… (add in details of documents/evidence such as meeting notes/ lesson observation feedback/ feedback notes from mentor, planning, student’s books etc.) |
| Developmental targets for next term linked to TS (2-3) | Areas of development have been discussed during progress review meeting and these (2-3) SMART targets have been agreed for the term ahead. (add targets) |
| Discussion and evidence for Part 2 | 1. The ECT upholds public trust in the profession and maintains high standards of ethics and behaviour, within and outside the school: Discussed? Yes/No   Evidence (Select from drop down menu):  Still needed/ Some evidence/ Strong evidence   1. The ECT has proper and professional regard for the ethics, policies and practices of the school in which they teach, and maintains high standards in their own attendance and punctuality. Discussed? Yes/No   Evidence:  Still needed/ Some evidence/ Strong evidence   1. The ECT has an understanding of, and always acts within, the statutory frameworks which set out their professional duties and responsibilities. Discussed? Yes/No   Evidence:  Still needed/ Some evidence/ Strong evidence  NOTE: If evidence ‘still needed’ space available to note why issue/concern linked to the specific standard. |

|  |  |
| --- | --- |
| **Assessment Report 1** | |
| Date of meeting |  |
| On track to meet Teachers Standards? Yes/No (support plan if required) |  |
| Days absent since last review/assessment completed |  |
| **Comment on each standard (link** [**here**](https://assets.publishing.service.gov.uk/media/61b73d6c8fa8f50384489c9a/Teachers__Standards_Dec_2021.pdf)**)**. Please indicate **whether or not the ECT is on track** to meet that standard, giving a couple of examples, and also indicate any current **areas of development** for that standard if required You should make reference to progress towards meeting **previous targets,** under the relevant standard. (see exemplars on support document is required) | |
| Teaching Standard 1 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 2 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 3 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 4 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 5 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 6 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 7 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 8 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Part 2 comments | Evidence currently suggests that the ECT is on track to meet these standards as shown by these key examples; |
| Developmental targets for next term linked to TS (2-3) | Areas of development have been discussed during progress review meeting and these (2-3) SMART targets have been agreed for the term ahead. (add targets) |

|  |  |
| --- | --- |
| **Progress Review 4** | |
| Date of meeting |  |
| On track to meet Teachers Standards? Yes/No (support plan if required) |  |
| Days absent since last review/assessment completed |  |
| General Comments (inc. review of last targets – if applicable- and 3-5 strengths demonstrated this term with evidence) | Evidence gathered from (insert name) this term demonstrates progress towards meeting targets set at the last progress review.  Cut and paste targets from Progress Review 1 and indicate whether they have been met/partially met/not met.  (ECT name) has also demonstrated particular areas of strength against the following Part 1 Teacher’s Standards:………….add teachers’ standards met (3-5 standards discussed with where evidence is from)  Evidence to support these judgements can be found in the following records… (add in details of documents/evidence such as meeting notes/ lesson observation feedback/ feedback notes from mentor, planning, student’s books etc.) |
| Developmental targets for next term linked to TS (2-3) | Areas of development have been discussed during progress review meeting and these (2-3) SMART targets have been agreed for the term ahead. (add targets) |
| Discussion and evidence for Part 2 | 1. The ECT upholds public trust in the profession and maintains high standards of ethics and behaviour, within and outside the school: Discussed? Yes/No   Evidence (Select from drop down menu):  Still needed/ Some evidence/ Strong evidence   1. The ECT has proper and professional regard for the ethics, policies and practices of the school in which they teach, and maintains high standards in their own attendance and punctuality. Discussed? Yes/No   Evidence:  Still needed/ Some evidence/ Strong evidence   1. The ECT has an understanding of, and always acts within, the statutory frameworks which set out their professional duties and responsibilities. Discussed? Yes/No   Evidence:  Still needed/ Some evidence/ Strong evidence  NOTE: If evidence ‘still needed’ space available to note why issue/concern linked to the specific standard. |

|  |  |
| --- | --- |
| **Progress Review 5** | |
| Date of meeting |  |
| On track to meet Teachers Standards? Yes/No (support plan if required) |  |
| Days absent since last review/assessment completed |  |
| General Comments (inc. review of last targets – if applicable- and 3-5 strengths demonstrated this term with evidence) | Evidence gathered from (insert name) this term demonstrates progress towards meeting targets set at the last progress review.  Cut and paste targets from Progress Review 1 and indicate whether they have been met/partially met/not met.  (ECT name) has also demonstrated particular areas of strength against the following Part 1 Teacher’s Standards:………….add teachers’ standards met (3-5 standards discussed with where evidence is from)  Evidence to support these judgements can be found in the following records… (add in details of documents/evidence such as meeting notes/ lesson observation feedback/ feedback notes from mentor, planning, student’s books etc.) |
| Developmental targets for next term linked to TS (2-3) | Areas of development have been discussed during progress review meeting and these (2-3) SMART targets have been agreed for the term ahead. (add targets) |
| Discussion and evidence for Part 2 | 1. The ECT upholds public trust in the profession and maintains high standards of ethics and behaviour, within and outside the school: Discussed? Yes/No   Evidence (Select from drop down menu):  Still needed/ Some evidence/ Strong evidence   1. The ECT has proper and professional regard for the ethics, policies and practices of the school in which they teach, and maintains high standards in their own attendance and punctuality. Discussed? Yes/No   Evidence:  Still needed/ Some evidence/ Strong evidence   1. The ECT has an understanding of, and always acts within, the statutory frameworks which set out their professional duties and responsibilities. Discussed? Yes/No   Evidence:  Still needed/ Some evidence/ Strong evidence  NOTE: If evidence ‘still needed’ space available to note why issue/concern linked to the specific standard. |

|  |  |
| --- | --- |
| **Assessment Report 2 (Final)** | |
| Date of meeting |  |
| On track to meet Teachers Standards? Yes/No (support plan if required) |  |
| Days absent since last review/assessment completed |  |
| **Comment on each standard (link** [**here**](https://assets.publishing.service.gov.uk/media/61b73d6c8fa8f50384489c9a/Teachers__Standards_Dec_2021.pdf)**)**. Please indicate **whether or not the ECT is on track** to meet that standard, giving a couple of examples, and also indicate any current **areas of development** for that standard if required You should make reference to progress towards meeting **previous targets,** under the relevant standard. (see exemplars on support document is required) | |
| Teaching Standard 1 | Evidence currently suggests that the ECT is on track to meet this standards as shown by these key examples; |
| Teaching Standard 2 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 3 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 4 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 5 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 6 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 7 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Teaching Standard 8 | Evidence currently suggests that the ECT is on track to meet this standard as shown by these key examples; |
| Part 2 comments | Evidence currently suggests that the ECT is on track to meet these standards as shown by these key examples; |
| Developmental targets for next term linked to TS (2-3) | Areas of development have been discussed during progress review meeting and these (2-3) SMART targets have been agreed for the term ahead. (add targets) |