

## Welcome to Thames South Teaching School Hub Appropriate Body Service

### Information for the ECT (click on blue underlined hyperlinks for additional information)

Thames South Teaching School Hub (TSTSH) provide your Appropriate Body Service which is an essential part of your [statutory induction](#) and holds the main quality assurance role within induction. An Appropriate Body makes the final decision, based on a Headteacher's recommendation, as to whether an ECT has satisfactorily met the Teachers' Standards.

#### Our key roles are to:

- ✓ Check that the headteacher has put in place an induction programme for the ECT and that this support is clearly based on the [ECF](#) to develop your teaching knowledge, skills and working habits.
- ✓ Ensure that the monitoring and support throughout induction is sufficient so that an ECT's progress against the teaching standards is not unexpected when an ECT reaches a formal assessment point.

Your Induction Tutor has added you to [ECT manager](#) which is the platform where your progress reviews and assessment reports are uploaded for you to read and add comments and for us to review. **Please check that all your details are correct on this website.**

#### You are entitled to:

- ✓ Being appointed to a suitable post for induction to take place (see 2.18 [here](#) for detailed list).
- ✓ A 2-year programme of ECF-based training.
- ✓ Time off timetable for induction activities, including ECF-based training and mentor sessions (90% of the timetable of the school's existing teachers on Main scale in year 1 and 95% in year 2 – in addition to your PPA time).
- ✓ Regular support from a dedicated mentor at a mutually agreed time. This usually takes the form of a weekly meeting, lasting for approximately one hour and forms a key part of the ECT training programme so **it is essential** that it takes place. You may wish to discuss any issues arising from the previous week as well as subject-/phase- specific issues and the agreed focus based on the ECF programme you are following.
- ✓ Being provided with an Induction Tutor in the school who will be a senior teacher to oversee the ECT programme, formally observe you (or when required nominate an alternative member of SLT to complete formal observations) and provide written feedback.
- ✓ A progress review meeting and review document each term, and a meeting and formal assessment report at the end of year 1 and year 2 against the [Teachers' Standards](#)

Your school may offer you extra training and support in addition to ECF-based training, **but not instead** of ECF-based training.

#### If you have difficulties or concerns

Your induction tutor is the person responsible for ECT induction at your school. Speak to them first if:

- ✓ You're struggling to engage with your training.
- ✓ You have any concerns about your induction or statutory entitlements (time off timetable or mentor support).

If they cannot help you, speak to your Appropriate Body named contact, Jennie Trevillion on [thamesouthtsh@nestschools.org](mailto:thamesouthtsh@nestschools.org). We are responsible for making sure ECTs receive their statutory entitlements and are fairly and consistently assessed.

### **ECTs should therefore:**

- ✓ Be very familiar with the [Teachers' Standards](#).
- ✓ Attend scheduled mentor meetings, be prepared for all meetings and bring any items requested by the mentor at the previous meeting.
- ✓ Attend ECF evidence-informed training sessions relevant to your school's chosen ECF programme.
- ✓ Prepare for formal observations.
- ✓ Attend termly progress review meetings with the Induction Tutor and provide evidence as requested (you may wish to have an online document/folder to record/save this for ease but there is no requirement for you to create a folder) and set and review targets for development against the Teachers' Standards.
- ✓ Complete a written reflection following each termly report and digitally sign on ECT Manager.
- ✓ Plan activities to be completed in ECT time to support your induction e.g. meeting with colleagues, work scrutiny and analysis of pupils' work, progress and achievement, and marking and feedback.
- ✓ Observe other teachers.
- ✓ Raise any concerns with your induction tutor and Appropriate Body if needed

### **Following ECF-based training**

The ECF-based training is a professional development programme which underpins your statutory induction. It is not an assessment tool but you should engage with your ECF-based training as fully as possible in line with your school selected programme, and your individual development needs (in collaboration with your mentor and induction tutor), to support you continuing to meet the teachers' standards in your professional practice.

### **Observing other teachers**

Throughout your ECT years you should observe different teachers and groups as part of your ECT release time as this is a required element of ECT statutory induction. It is useful to observe across a range of year groups, phases and subjects where possible to see a full range of pedagogical and classroom management strategies to support your own professional development.

### **Working part-time or serving a reduced induction period**

If you work part-time, your headteacher will work with your Induction Tutor, AB and training provider to arrange ECF-based training and mentor support around your needs and schedule. Please make sure they get in touch with us to discuss dates of progress reviews and assessment reports. In specific circumstances you can apply for reduced induction (e.g. Assessment only route to teaching) but speak to your Tutor who will liaise with the AB about individual cases.

### **Extension to induction period**

Absences exceeding 30 days of illness per year will automatically extend your induction but please contact us if you are absent for any other reason to discuss individual cases (e.g. maternity leave) and how that could affect the length of your induction.

If you have any general questions about your statutory induction then please contact the central team on [ThamesSouthTSH@nestschools.org](mailto:ThamesSouthTSH@nestschools.org) and we can direct your enquiry to the correct member of staff.