

## Appropriate Body Service

### Service Level Agreement (SLA) with Schools and Colleges 2024-2025

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 \(England\)](#)

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.

**By registering your ECTs on ECT manager you are entering a contract with TSTSH to provide this service at a cost of £175 per ECT per year (reviewed annually).** This will be invoiced at the point of registration for induction and at the start of the second year of induction (non-refundable)

Our Full Induction Appropriate Body service includes:

- Support and advice available at every step of the induction process through our telephone helpline (0208 289 4767), 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)
- Full ECT induction management including report tracking and reminders
- Management and review of ECT termly progress review reports
- Management and review of end of year ECT assessment reports
- 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 April 2024 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**

**The school or college must provide the following for ECTs as part of their induction:**

- The ECTs listed on ECT manager have been appointed to a suitable teaching post to complete their induction
- The ECTs listed on ECT manager 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 resolved in school (Jennie Trevillion [thamessouthtsh@nestschools.org](mailto:thamessouthtsh@nestschools.org))
- You have identified the type of ECF-based induction you are providing for your ECTs

More detailed guidance can be found here [Induction for ECTs \(England\)](#)

**Reminders of options for Early Career Framework based ECT Induction**

You must inform TSTSH of the ECF you are following and list this on ECT manager.

**Note: TSTSH works with UCL to deliver the ECF fully funded induction programme.**

1. A funded provider-led programme
2. Schools deliver their own training using DfE accredited materials and resources
3. Schools design and deliver their own two-year induction programme for ECTs based on the ECF

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

If your school selects 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 within the first year). TSTSH will need to be sent copies of the fidelity check. If a school has opted for a funded provider-led programme (option 1) then no ECF fidelity check is required.

**If you have any questions about this service level agreement then please contact TSTSH**

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