



# ECT Policy

**Approved by: Headteacher & SLT**

**Last reviewed: September 2023**

**Next review: July 2025**

## Aims

- Run an ECT induction programme that meets all the statutory requirements
  - Provide ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers
  - Ensure all staff understand their role in the induction programme
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## The induction programme

For a full-time ECT, the induction programme will last for two academic years. Part-time ECTs will serve a fulltime equivalent. The programme is quality assured by an 'appropriate body' (reviewed annually). The school follows the DFE Funded – provider led programme. The external provider of the Early Careers Framework is reviewed annually.

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## Posts for induction

Each ECT will:

- Be provided with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant standards throughout, and by the end of, the induction period
  - Have an appointed mentor, who will have qualified teacher status (QTS) and an induction tutor.
  - Have a reduced timetable to allow them to undertake activities in their Early Careers Framework induction programme.
  - In the first year a 10% reduction in the second year a 5% reduction should be timetabled when compared to our existing teachers on the main pay range. Be assigned to an external provider for the Early Careers Framework.
  - Regularly teach the same class or classes
  - Take part in similar planning, teaching and assessment processes to other teachers working in similar posts.
    - Not be given additional non-teaching responsibilities without appropriate preparation and support
    - Not have unreasonable demands made upon them
    - Not normally teach outside the age range and/or subjects they have been employed to teach
    - Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis
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## Support for ECTs

- We support ECTs with:
- Their designated subject mentor tutor, who will provide day-to-day monitoring and support through the Early Careers Framework, and an induction tutor who will have an overview of activity and will co-ordinate assessments.

- Observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback
  - Regular professional reviews of their progress, to take place [half termly], at which we will review their objectives and revise them in relation to the relevant standards and their current needs and strengths
  - Chances to observe experienced teachers, either within the school or at another school with effective practice
  - A programme of CPD throughout the year alongside the Early Careers Framework
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## **Assessments of ECT performance**

- Each half term an ECT's teaching will be observed against the teaching standards. This should be undertaken by the Induction tutor.
  - Each term the ECT and Induction tutor will meet to undertake a professional progress review to identify development targets. Progress reviews are not formal assessments and there is no requirement for ECTs to create evidence specifically to inform a progress review.
  - ECTs are expected, nonetheless, to engage with the process and provide copies of existing evidence as agreed with the induction tutor.
  - The induction tutor will notify the appropriate body after each progress review to inform whether the ECT is making satisfactory progress. Where this is not the case a plan will be shared to outline the strategies in place to support the ECT in getting back on track. ECTs are required to undertake 2 formal assessments.
  - This must be undertaken by the Headteacher or Induction Tutor. These will take place at the end of the first year (term 3) and in the final term of induction (term 6). ECT's should be kept up to date on their progress. There should be nothing unexpected.
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## **At-risk procedures**

If it becomes clear the ECT is not making sufficient progress, additional monitoring and support measures must be put in place immediately, meaning:

- Areas in which improvement is needed are identified appropriate objectives are set to guide the ECT towards satisfactory performance.
  - An effective support programme is put in place to help the ECT improve their performance.
  - The appropriate body may be contacted and asked for further support
  - If there are still concerns about the ECT's progress at their next formal assessment, so long as it is not the final assessment, the Headteacher will discuss this with the ECT, updating objectives as necessary and giving details of the improvement plan for the next assessment period.
  - Under the statutory guidance ECTs are also required to complete the Early Careers Framework materials provided by the external provider.
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## **Roles and responsibilities**

- Provide evidence that they have QTS and are eligible to start induction
- Meet with their induction tutor at the start of the programme to discuss and agree priorities, and keep these under review.
- Agree with their induction tutor how best to use their reduced timetable allowance
- Provide evidence of their progress against the relevant Teaching standards
- Participate fully in the monitoring and development (ECF) programme
- Participate in scheduled classroom observations, progress reviews and formal assessment meetings
- Agree with their induction tutor the start and end dates of the induction period, and the dates of any absences from work during the period
- Keep copies of all assessment forms
- Retain copies of all assessment reports

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**When the ECT has any concerns, they will:** Raise these with their induction tutor as soon as they can consult with their contact at the appropriate body at an early stage if there are difficulties in resolving issues with their tutor or within the school.

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### **4.3 Role of the Mentor**

The mentor will hold QTS status and:

- Regularly meet (weekly) with the ECT for structured mentor sessions to provide effective targeted feedback
- Work collaboratively with the ECT and other colleagues involved in the ECT's induction within the same school to help ensure the ECT receives a high-quality ECF-based induction programme.
- Provide effective support, including phase or subject specific mentoring and coaching. Take prompt, appropriate action if an ECT appears to be having difficulties Take part in ECF training as delivered through the external provider.
- Provide guidance and effective support to the ECT, including coaching and mentoring Ensure the ECT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the school
- Take prompt, appropriate action if the ECT appears to be having difficulties Work with the induction tutor to ensure any concerns or additional support are dealt with effectively and timely.

### **Role of the Head Teacher**

- The Headteacher is, along with the appropriate body, jointly responsible for the monitoring, support and assessment of the ECT during induction, and is expected to:
  - Check that the ECT has been awarded QTS;
  - Clarify whether the teacher needs to serve an induction period or is exempt
  - Agree, in advance of the ECT starting the induction programme, which body will act as the appropriate body
  - Notify the appropriate body when an ECT is taking up a post in which they will be undertaking induction
  - Ensure that the requirements for a suitable post for induction are met

- Ensure the induction tutor and the mentor have the ability and sufficient time to carry out their role effectively
- Ensure an appropriate ECF-based induction programme is in place ensure the ECT's progress is reviewed regularly, including through observations of and feedback on their teaching
- Ensure that assessments are carried out and reports completed and sent to the appropriate body maintain and retain accurate records of employment that will count towards the induction period
- Ensure that all monitoring and record keeping is done in the most streamlined and least burdensome way make the governing body aware of the arrangements that have been put in place to support ECTs serving induction.
- Make a recommendation to the appropriate body on whether the ECT's performance against the Teachers' Standards is satisfactory or requires an extension.
- Participate appropriately in the appropriate body's quality assurance procedures notify the appropriate body as soon as absences total 30 days or more

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### **Role of the local governing board**

- Ensure the school complies with statutory guidance
- Be satisfied that the school has the capacity to support the ECT Ensure the Headteacher is fulfilling their responsibility to meet the requirements of a suitable induction post
- Investigate concerns raised by the ECT as part of the school's grievance procedure
- If it wishes, seek guidance from the appropriate body on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process
- If it wishes, request general reports on the progress of the ECT

### **Role of the Appropriate body**

The appropriate body has the main quality assurance role within the induction process – Best Practice Network.

## Induction Checklist

When?	Task	Completed ?
<b>Prior to the employee's first day</b>	Identify who will be responsible for induction, including assigning mentors and/or 'buddies'	<input type="checkbox"/>
	Set up ECT's Email and Log in account	<input type="checkbox"/>
	Ensure first week of induction is scheduled and planned, and relevant members of staff are notified, e.g. notify your designated safeguarding lead (DSL) about carrying out safeguarding training	<input type="checkbox"/>
<b>First day</b>	Introduce colleagues and pupils / place of contact people	<input type="checkbox"/>
	Take ECT on a tour of the school	<input type="checkbox"/>
	Outline health and safety procedures: fire drill procedures and meeting points, invacuation, the process for signing in and out of school, recording children's injuries, safeguarding procedures	<input type="checkbox"/>
	Remind ECT of: <ul style="list-style-type: none"> <li>• The school timetable, including timings of staff meetings, assemblies and registration</li> <li>• Expectations around staff conduct, e.g. use of mobiles, social media and dress code</li> <li>• Expectations in the classroom (roles and responsibilities, displays, working with the children)</li> <li>• Conditions of employment, and absence and disciplinary procedures</li> </ul>	<input type="checkbox"/>
	Help employee to become familiarised with ICT account and reprographics, e.g. photocopier	<input type="checkbox"/>
	Explain the school's behaviour and rewards system	<input type="checkbox"/>
<b>First week</b>	Ensure employee meets DSL and has safeguarding training / they are shown the recording forms	<input type="checkbox"/>
	Show employee where the resources are (including Ipads / Laptops and how they obtain the keys for these, curriculum resource cupboards, PE cupboard)	<input type="checkbox"/>

	Show them the planning formats and expectations	<input type="checkbox"/>
	Explain the school assemblies, dinnertime procedures	<input type="checkbox"/>
	Ensure employee meets with mentor at the end of the first week to: <ul style="list-style-type: none"> <li>• Review progress</li> <li>• Identify training and development needs</li> </ul>	<input type="checkbox"/>
	Arrange additional training for the employee based on the review of the first week	
<b>First month to 6 months</b>	Arrange follow-up session between employee and DSL	<input type="checkbox"/>
	Ensure regular 1-2-1 meetings are held between employee and: Line manager	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Evaluate the success of the employee's induction programme, and use findings to inform future practice</li> </ul>	<input type="checkbox"/>