



Service Level Agreement for Appropriate Body Services

2026 -2027

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The Service Level Agreement (SLA) is intended to define the early career Teacher (ECT) Induction services provided by Vantage Teaching School Hub Appropriate Body as well as the responsibilities of the ECT's school/college.

The SLA is reviewed annually and updated as necessary to reflect any changes to statutory guidance should they arise within the academic year and before the next review.

The Service Level Agreement (SLA) is based upon the DfE's *Appropriate Bodies Guidance: Induction and the initial teacher training and the early career framework* Revised June 2026 and *Induction for early career teachers (England)* Statutory guidance for appropriate bodies, headteachers., school staff and governing bodies Revised June 2026. (all references in the SLA to statutory guidance relate to this)

We recommend that all educational settings read this guidance prior to signing this agreement.

Eligibility to begin ECT Induction

Induction may only begin when:

- The ECT has been awarded QTS
- The ECT has been registered for Induction by the employing school with Vantage Teaching School Hub and their eligibility to begin induction has been verified by Vantage Teaching School Hub and the TRA.
- The role has been confirmed as a 'suitable post' for induction as defined in the updated statutory guidance 2.18
- A copy of this SLA has been read and acknowledged by the school upon registration via the ECT Manager system.

The Service Provided

Vantage Teaching School Hub Appropriate Body will fulfil all the statutory responsibilities outlined in the statutory guidance for the induction of ECTs and in particular will:

- Register the ECT with the Teacher Regulation Agency (TRA)
- Provide the school/college with a named contact at Vantage who has responsibility for Appropriate Body services
- Deliver introductory sessions, training or briefings for induction tutors, mentors and ECTs to ensure that they understand their roles and responsibilities
- Provide an induction handbook for ECTs, induction tutors, mentors and headteachers that will provide information on key areas such as statutory entitlements
- Provide access to ECT Manager online platform where all progress reviews and assessments are completed and stored

- Provide access to resources such as support plan templates and model examples of progress reviews and assessments
- Provide phone call/email support for headteachers/ and induction tutors
- Provide advice and support in the event that an ECT may be at risk of not meeting the Teachers' Standards in accordance with the terms in the *DfE statutory guidance*
- Provide additional support and guidance in person through an onsite visit (as required)
- Conduct Quality Assurance Visits
- Fidelity Check the ECTP
- Consider requests from schools/colleges to reduce or extend the length of the induction period. Requests must be made in writing by the headteacher. Requests will be considered in accordance with the terms in the *DfE's statutory guidance*
- Make a decision about the satisfactory completion of the induction period for each ECT and communicate this decision to the DfE, the ECT and the school/college within the required timescales
- Submit evidence to the TRA appeals panel and if necessary attend an appeal hearing in the event of the ECT failing and appealing the decision
- Support the school/college with any preparation for a failed induction appeal/dismissal hearing (this service will incur an additional charge)
- Retain appropriate records for at least the minimum legal period (currently 6 years)

School/College Responsibilities

The school/college will fulfil all the statutory responsibilities of a school employing an ECT as outlined in the statutory guidance for the induction of ECTs and in particular the school will:

- Check and confirm that every ECT has Qualified Teacher Status prior to registration with the Appropriate Body
- Register each ECT with the Appropriate Body before the ECT Induction period commences as induction cannot be backdated
- Designate an appropriately qualified induction tutor, to provide day to day monitoring and support, and co-ordination of assessment. The induction tutor must hold QTS and should be able to provide effective coaching and mentoring. They should be able to make rigorous and fair judgements about the ECT's progress in relation to the relevant standards and recognise when early action and intervention is needed in the case of an ECT who is experiencing difficulties
- Ensure that the induction tutor is given sufficient time to carry out the role effectively, including attending induction tutor training
- Ensure the ECT's timetable reflects the additional reduced timetable of 10% in Year 1 and 5% in Year 2 of induction.
- Ensure that mentor meetings are timetabled within teaching time in all but exceptional circumstances

- Provide a suitable monitoring and support programme for the ECT that is personalised to meet their professional development needs. This will include:
 - Support and guidance from a designated mentor
 - Observation of the ECT's teaching and follow up discussion
 - Regular professional reviews of progress throughout the induction period in line with statutory guidance
 - Observations by the ECT of experienced teachers either in the ECT's own school or in another school where effective practice has been identified
- Complete and submit formal Assessment Forms following the guidance of the Appropriate Body by the deadlines set by the Appropriate Body
- Complete an interim assessment for any ECT who leaves mid-induction
- Cooperate with requests for information or requests to arrange a QA/Support visit from the Appropriate Body in a timely way
- Inform the Appropriate Body immediately should there be evidence that the ECT may be at risk of not meeting the Teachers' Standards by the end of the induction period.
- Put in place a 'support plan' and provide additional support to allow an ECT the best opportunity to meet the Teachers' Standards
- Ensure that communication with ECTs is clear to ensure there are no surprises when it comes to a formal assessment point
- Make a recommendation to the appropriate body on whether the ECT's performance against the Teachers' Standards is satisfactory or unsatisfactory at the end of the induction period
- Inform the Appropriate Body if an ECT leaves the school/college
- Inform the Appropriate Body if the ECT's contract changes
- Inform the Appropriate Body if the ECT goes on maternity leave or any other statutory leave
- Inform the Appropriate Body if the ECT has significant periods of absence
- Regularly check and update contact details on ECT manager to ensure GDPR compliance
- Retain appropriate records for at least the minimum statutory period (currently 6 years)

Service Charges

- **Funded Provider Led Programme:** £250 per year, per ECT
- **Schools-Led:** £250 per year, per ECT + £350 per school/college/Trust per year
Please note: £1050 for initial Fidelity Checking of a new school/College/Trust
- Reduced induction visits and fast track visits incur an additional charge of £175 to cover the cost of a half day visit.
- Supporting schools/colleges with any preparation for a failed induction appeal/dismissal hearing will be charged at the rate of £350 per day

From September a **£50 late charge** per review/assessment will be incurred by schools whose reviews/assessments are **more than 21 days late**. Exceptions to this are if a school contacts the Appropriate Body via email and a late submission is agreed to be in the best interest of the ECT. An example of this might be if the ECT has been absent for an extended period.

All charges should be paid within 30 days of receipt of invoice. Failure to do so will incur a late charge of £25 to cover additional admin and an additional £10 per term. It may also result in withdrawal of the service and associated Appropriate Body software.

Charging policy

Schools/colleges with ECTs from September are charged in October for the full year of induction. If an ECT commences induction in January or April they will be charged until the end of the summer term initially.

In the event that a school/college is charged an annual fee in October and the ECT's fixed contract ends before the summer term, the school/college can be credited the remaining balance. It is the school/college's responsibility to request credit from Vantage.

In the event that an ECT resigns from their employment with the school/college, all charges are payable until the end of the academic year during which the ECT submitted the resignation.

Termination of Agreement

This is a two-way agreement between the Appropriate Body and the school/college. Should the Appropriate Body or the school/college not fulfil its responsibilities regarding ECT Induction as described within the SLA either party may choose to terminate the agreement.

The school/college may terminate the provision of this service by giving three months' written notice to the appropriate body.

The Appropriate Body may terminate the provision by giving three months' written notice to the school/college.

For each ECT registered the agreement will terminate in the case that:

- the ECT resigns from post before the end of the induction period
- the ECT's contract with an employing school/college ends
- the ECT complete their full induction period

Complaints

Formal complaints will be considered by the Teaching School Hub Director and should be addressed to:

The Director, Vantage Teaching School Hub, c/o St Mary's College, Cranbrook Avenue, Hull, HU6 7TN

Indemnity:

The school/college shall be liable for and shall indemnify the service provider against any liability, loss, claim or proceedings arising under any or proceedings arising under any statute or at common law in respect of any damage to persons, any injury to persons including any injury resulting in death: except where this is due to any act of neglect on the part of the service provider. The parties shall be liable for any acts of negligence or omissions by it or its staff, servants or agents arising in connection with the provision of the service under this Agreement including any breach thereof of the terms of this Agreement.

The client will be liable to meet all costs incurred when an ECT lodges an appeal with the TRA against the headteacher and decision for the service provider.

Any work undertaken by the Appropriate Body in respect of the appeal will be charged at the additional daily visit rate.

GDPR

Please see our privacy policy on the Vantage website regarding how data is used to allow us to carry out our contractual requirements

Contact details

The service provider can be contacted via Nicola Tennison – AB Lead email ntennison@smchull.org
Tel 01482 851136

AB Helpdesk: abadmin@smchull.org