

Vantage TSH Flowchart for Schools employing an Early Career Teacher

Early Career Teacher in Year 1 of Induction

ECTs in their first year are entitled to 10% PPA time, 10% dedicated ECT time, access to the Early Career Framework and the support of a Mentor (Meeting weekly if following the ECF on a full time basis).

Schools must also ensure that Mentors have sufficient time to carry out their roles effectively – both to:

- undertake mentor training (for those on funded training programmes); and
- plan and hold mentor sessions with their ECT(s) (Mentoring sessions would normally be expected to be during normal teaching hours)

What school needs to do:

- 1. Complete DFE online portal:** [Manage training for early career teachers \(education.gov.uk\)](https://education.gov.uk)

Helpful prompts:

Step 2 – Induction Tutor – this will be the senior member of staff who is responsible for organisation of the ECF in school, as well as being responsible for statutory assessment.

Step 3 – If you are signing up for the Full Induction Programme with Vantage TSH choose OPTION 1.

Step 4 – Choose Teach First (National Provider)

Step 5 – Once you have entered ECT and Mentor details, the DfE will validate their credentials. You will then need to log out and then log back in to assign Mentors to ECTs.

- 2. ECF Full Induction Programme with Vantage TSH/Teach First**

Complete Expression of Interest Form: <https://forms.office.com/r/7XVwtvMpZR>

- 3. Statutory Induction – Sign up with an Appropriate Body**

Complete registration form for an Appropriate Body for each ECT that you employ.

Early Career Teacher in Year 2 of Induction, but new to the school

ECTs in their second year of induction are entitled to 10% PPA time, 5% dedicated ECT time, access to the Early Career Framework and the support of a Mentor (Meeting three times per half term if following the ECF on a full time basis).

Schools must also ensure that Mentors have sufficient time to carry out their roles effectively – both to:

- undertake mentor training (for those on funded training programmes); and
- plan and hold mentor sessions with their ECT(s) (Mentoring sessions would normally be expected to be during normal teaching hours)

What school needs to do:

1. Complete DfE online portal: [Manage training for early career teachers \(education.gov.uk\)](https://education.gov.uk)

Helpful prompts:

Step 2 – Induction Tutor – this will be the senior member of staff who is responsible for organisation of the ECF in school, as well as being responsible for statutory assessment. Your school needs to 'claim' the ECT by registering them to your school on the DfE portal.

Step 3 – If you are signing up for the Full Induction Programme with Vantage TSH choose OPTION 1.

Step 4 – Choose Teach First (National Provider)

Step 5 – Once you have entered ECT and Mentor details, the DfE will validate their credentials. You will then need to log out and then log back in to assign Mentors to ECTs.

2. ECF Full Induction Programme with Vantage TSH/Teach First

Complete Expression of Interest Form: <https://forms.office.com/r/7XVwtvMpZR>

3. Statutory Induction – Sign up with an Appropriate Body

Complete registration form for an Appropriate Body for each ECT that you employ.

Early Career Teacher in Year 2 of Induction, but continuing in your school from Year 1

ECTs in their second year of induction are entitled to 10% PPA time, 5% dedicated ECT time, access to the Early Career Framework and the support of a Mentor (Meeting three times per half term if following the ECF on a full time basis).

Schools must also ensure that Mentors have sufficient time to carry out their roles effectively – both to:

- undertake mentor training (for those on funded training programmes); and
- plan and hold mentor sessions with their ECT(s) (Mentoring sessions would normally be expected to be during normal teaching hours)

Early Career Teacher moving schools during induction period.

What **NEW** school needs to do:

1. Manage changes on the DFE online portal: [Manage training for early career teachers \(education.gov.uk\)](https://www.education.gov.uk/teaching-school-hub)
2. Inform Vantage TSH of the changes by emailing: TeachingSchoolHub@smchull.org
3. Register ECT with an Appropriate Body.

What the **OLD** school needs to do:

1. Inform the Appropriate Body of the changes in employment of the ECT
2. Update HR/Payroll services
3. Inform Vantage TSH of the changes by emailing:
TeachingSchoolHub@smchull.org

If your circumstances do not fit any of these categories, and you are unsure as to what to do, please contact TeachingSchoolHub@smchull.org