



Welcome to the Spring Term Appropriate Body (AB) bulletin from Vantage Teaching School Hub.

The AB bulletin is created to share relevant information regarding statutory induction with Headteachers, Induction Tutors and Mentors. The AB bulletin will begin with an introduction that is focused on topics thought to be relevant to the majority of schools and then you will signpost to links that take you to the sections of the bulletin that are specific to your own areas of interest.

This bulletin has a particular focus on statutory requirements and progress reviews. You will find essential information regarding:

- Ensuring compliance with statutory requirements for induction at your school
- Feedback from Autumn Progress Reviews and Assessments
- Spring Progress Reviews and Assessment deadlines
- Interim Assessments for ECTs who leave mid-induction
- Schools who have ECTs who are experiencing difficulties or already on support plans
- Part time ECTs
- ECTs on supply contracts

- ECTs completing Induction at Sixth Form Colleges
- Quality Assurance
- Updating details on ECT Manager
- Induction Tutor training
- Contact details

Ensuring compliance with statutory requirements for induction at your school

In addition to confirming that the role within your school is suitable for induction, Headteachers must ensure that Year 1 ECTs have a 10% reduced timetable in addition to their PPA time. They should also have regular (weekly is recommended) mentor meetings which take place during teaching hours if possible. For Year 2 ECTs they require a 5% reduced timetable and mentor meetings are fortnightly. In addition to this, ECTs and mentors are expected to attend all training and seminars and engage fully with the materials shared through their provider, that underpin the ECF Framework.

Feedback from Autumn Progress Reviews and Assessments

Progress reviews are an important part of the induction process and should be seen as an opportunity to reflect on the ECT's progress towards meeting the Teachers' Standards. Whilst Progress reviews are designed to be more brief than assessments, they should still include precise examples and make clear the key areas for further development. Overwhelmingly positive, the majority of Progress Reviews were submitted on time and show precisely how the ECT is making progress. Equally, comments made by the ECTs frequently acknowledge how they benefit from the support they are receiving. Standard and Final Assessments were also of a high standard, with Induction Tutors/Leads exemplifying the ECT's performance with precise examples, making it clear how the ECT had consistently met the Teachers' Standards.

Spring Progress Reviews and Assessment deadlines

The deadline for uploading Spring Progress Reviews onto ECT Manager is 28th March 2025. Standard and Final Assessments for those ECTs who started mid-year are due 21st March 2025. It is important that this deadline is met to allow time for thorough quality assurance checks to take place. Please be mindful that when completing the Final Assessments that this is final opportunity to demonstrate how the ECT has met the Teachers' Standards consistently and should therefore be detailed. Please make sure that you have taken the opportunity to discuss the assessment with the ECT and the Headteacher and that everyone has digitally signed, otherwise it can result in significant delays to reporting the outcome of induction. Sample progress reviews and Assessments can be found in the resources section of ECT Manager.

Interim Assessments for ECTs who leave mid-induction (taken from Statutory Guidance)

2.62. When an ECT leaves a post after completing one term or more in an institution but before the next formal assessment would take place, the Induction Tutor or Headteacher/Principal is expected to complete an interim assessment. This is expected to take place before the ECT leaves their post to ensure that the ECT's progress, performance, the length of induction completed and the number of days absent since the last assessment are captured. This is especially important where concerns about progress may have arisen. The information recorded on the interim assessment report will help to ensure that induction can be continued effectively in any subsequent post. This is also required if the ECT leaves during their final term of induction.

2.63. In exceptional circumstances where an interim assessment cannot be completed before the ECT leaves post (for example, in situations where an absent ECT subsequently leaves their post without returning) the Induction Tutor or Headteacher/Principal is still expected to complete an interim assessment report and provide a copy to the Appropriate Body and the ECT.

Schools who have ECTs who are experiencing difficulties or are already on support plans.

The Appropriate Body should be made aware of any ECTS who are experiencing difficulties or who are already on a support plan. This includes any concerns you may have about extended absences particularly if the ECT is close to the 29-day limit that results in an automatic extension to induction. Conversations with ECTs should make clear any concerns; there should be no surprises when it comes to any assessment point. Support plans are designed to offer additional support to an ECT who is experiencing difficulties. It should be very clear about what the areas of focus are and how the ECT will be further supported to make progress. All support plans should be uploaded on to ECT Manager. If you require any further guidance please don't hesitate to make contact with the AB. Support plan templates can be found on the resources section of ECT Manager.

Part time ECTs

The statutory guidance states that 'The default position is that part time ECTs should serve a full induction equivalent to two full years pro rata in order to benefit from time off timetable for study and mentoring and to have time to apply what they learned to their teaching practice and develop their skill without the pressure of a full timetable'.

Any requests to the Appropriate Body for reduction to induction for part-time ECTs can only be made in the final term of the two years and it is down to the AB's discretion, in light of the evidence provided as to whether this is agreed or not. No schools/providers can promise a reduced induction and for clarity, any agreement made with the ECF Programme Lead about the completion of the study programme within the two years, is entirely separate to statutory induction. Schools with part time ECTs might consider using the progress reviews as a form of evidence as to how they are progressing against the teacher standards. Part time ECTs will have progress reviews completed termly regardless of their number of days teaching. Requests for reduction to induction can be found on the resources section of ECT Manager.

ECTs on supply contracts

ECTs who are employed on a supply contract of one term or more must be registered for statutory induction. Please note, as per the statutory guidance: 'It is not possible to backdate the start of an induction period if a short-term supply contract is extended so that it lasts for one term or longer. However, an induction programme must be put in place immediately if it becomes clear that the extended contract will continue for at least a term. (2.16)

ECTs completing induction at Sixth Form Colleges

In addition to the statutory requirements referenced in the first section of the bulletin that apply to all schools/providers, Sixth Form Colleges are subject to additional requirements as set out in 2.3 of the statutory guidance. Headteachers have a responsibility to 'ensure that normally no more than 10% of the ECT's teaching in the FE institution is devoted to teaching classes predominantly consisting of pupils aged 19 and over'; 'enable the ECT to develop a sound knowledge and understanding of day to day practices and the role of a teacher in a school; ECTs should spend the equivalent of at least ten days teaching children of compulsory school age in a school during their induction' and 'make every effort to provide the ECT with up to a further 15 days' experience in a school setting'. In light of these requirements, it is important that Induction Leads consider how, over the full period of induction they might accommodate a minimum of ten days in a school setting.

Quality Assurance

Thank you to all those schools who have accommodated quality assurance visits already this year; the feedback received has been overwhelmingly positive and suggests an increased confidence around the induction process. Equally, thank you to all those colleagues who have responded to any requests for further information about colleagues on support plans or amendments that needed to be made to progress reviews or assessments. Our standard quality assurance visits commenced in October and will continue throughout the year as we are required to visit 20% of all schools/providers annually.

If your school is to receive a visit you will be contacted prior to the visit (minimum of a week's notice). In addition to these visits we will also attend schools where ECTs are experiencing difficulties in order to offer further support. The form completed during a quality assurance visit can be found on the resources section of ECT Manager.

Please be aware that mandatory questions have been added to the progress reviews and assessments that ask ECTs to confirm they are receiving their statutory entitlements every term.

Updating details on ECT Manager

It is vital that we have the most up to date and accurate contact details on ECT Manager. As such can you please take time to check that only colleagues who are Induction Tutors and Headteachers have access to ECT Manager (Mentors do not have access to ECT Manager) and that the details of any colleagues who have changed roles or left the school have been amended or removed.

Induction Tutor Training

As part of the ongoing Induction Tutor support from Vantage TSH, the Spring Term webinar will be held on Thursday 13th March 2025, 4pm via Zoom. This meeting will be hosted by Andrea Tonks, ECF Strategic Lead & Nicola Tennison, AB Lead who will be able to respond to any queries. Induction Tutors will receive an email containing the link to join the meeting a week before the meeting date but if you do not receive this, please contact us.

Contact Details

Email: abadmin@smchull.org or ntennison@smchull.org

Tel: 01482 851136

Best Wishes

Nicola Tennison,

AB Lead