



Welcome to the first 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. We will circulate the bulletin at the start of every half term. 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 be signposted 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 requirements for those schools with ECTs who are completing induction this term and also on progress reviews and assessments for those part way through induction. You will find essential information regarding:

- ECTs completing their two year induction in July 2023
- Progress Reviews and assessments for those ECTS who are part way through induction
- ECTS who are experiencing difficulties or are already on support plans.
- Charging Policy from September
- Updating details on ECT Manager
- Updated statutory guidance (April 23)
- Quality Assurance
- Contact details

ECTs completing their two year induction in July 2023

The deadline for uploading the final assessment for your ECT on to ECT Manager is July 5th. It is important that this deadline is met to allow time for thorough quality assurance checks to take place. Please be mindful that this is the final opportunity to demonstrate how the ECT has met the teacher 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 head teacher and that everyone has digitally signed, otherwise it can result in significant delays to reporting the outcome of induction.

As per the statutory guidance any requests for a potential reduction to induction for part time colleagues should have been made early in the summer term to the Appropriate Body and only in accordance with the requirements set out in section 3.5 of the revised statutory guidance. In regard to this, it is worth remembering that no school can promise a reduced induction to an ECT at the start of their induction.

Any schools who are requesting an extension to induction should also have made the Appropriate Body aware and plans will need to be in place. If this is the case and you have not yet done so, please get in contact urgently. Please be mindful that if an extension is as a result of ad-hoc absences totaling more than 30 days, the ECT must complete the number of days absence. If however, they are completing the extension at a new school they will need to complete the minimum of one term. (section 3.6 of the revised statutory guidance)

Progress Reviews and assessments for those ECTS who are part way through induction:

Similar to the advice above; if you are completing the first assessment, please ensure it is thorough and detailed with clear areas for further development identified. Progress reviews, whilst more brief should still address the teacher standards and make clear the key areas for further development. Please make sure that you have taken the opportunity to discuss the progress review/assessment with the ECT and that they have been given the opportunity to add their own comments. Equally, when completed, please make sure that everyone required to sign, has done so.

This is relevant for all ECTS but particularly so for any schools who have part time ECTs whose progress against the teacher standards suggests there may be the potential to request a reduction to induction at the end of the second year.

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. 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.

Schools who require Appropriate Body Services for new ECTs from September 2023

If you have new ECTS from September, please complete the Microsoft Form that is on the Vantage website ([link here](#)). You will then be contacted and asked to register your ECT onto ECT Manager. New schools will receive a welcome email and have log in details sent to them so they can access ECT Manager.

Charging Policy from September 2023

In order for all schools to benefit from our reduced charges from September we invoiced schools up until August 2023. As such, please be aware that schools with ECTs part way through induction will be charged from September 2023 for the remainder of the academic year or the remainder of their induction if less than an academic year. Schools who have new ECTs from September will be charged in September for one year, according to the pricing structure detailed on the website. ([link here](#)). Those schools whose ECTs are on contracts shorter than three terms will receive a credit for the unused term(s).

Late payment of invoices will result in an additional admin charge of £25 plus an additional £10 a 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.

Updating Statutory guidance for Early Career Teachers

The new statutory guidance for induction was published in April and whilst there are few changes it is worth taking time to become familiar with the new guidance. [Link here](#)

Quality Assurance

Thank you to all those schools who have accommodated quality assurance visits this year. 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. Please note that in addition to the AB reviewing the final assessments, we will be undertaking a sample moderation process as part of our quality assurance activities.

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Best Wishes

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