

Welcome to the Autumn 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 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 statutory requirements and progress reviews.

You will find essential information regarding:

- Ensuring compliance with statutory requirements
- Autumn Progress Reviews
- Assessments for ECTs who started in January
- ECTs who are experiencing difficulties (including attendance)
- Part time ECTs
- ECTs completing induction at Sixth Form Colleges
- Quality Assurance
- Charging Policy from September 23
- 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 at all 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.

Autumn Progress Reviews (Year 1 and Year 2 ECTs)

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 teacher standards. Whilst Progress reviews are designed to be briefer than assessments, they 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 reflect and add their own comments. All progress reviews should be submitted by Dec 15th 2023. This allows for a review and moderation process to take place by the AB. Sample progress reviews can be found on the resources section of ECT Manager.

Assessments (Year 1 and Year 2 ECTs who started mid-year)

The deadline for uploading Assessments on to ECT Manager is December 8th. 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 headteacher and that everyone has digitally signed, otherwise it can result in significant delays to reporting the outcome of induction.

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 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 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 day-to-day 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 accommodated quality assurance visits last 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. Our regular quality assurance and support visits (in person and online) will commence after half term and we will be visiting 20% of all schools/providers. 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 in the resources section of ECT Manager.

Please be aware that from next week ECTs will be receiving a Microsoft Form to check they are aware of and are receiving their statutory requirements.

Charging policy from Sept 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:

<https://www.vantagetsh.org/page/?title=Appropriate+Body+Services&pid=10>

Those schools whose ECTs are on contracts shorter than three terms will receive a credit for the unused term(s).

Induction tutors should ensure their finance leads are aware of these charges so that invoices can be processed swiftly, and additional charges avoided. 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.



Induction Tutor Training

As part of the ongoing Induction Tutor support from Vantage TSH, the Autumn Term webinar will be held on Wednesday 15th November, 4pm via Zoom. This meeting will be hosted by Marc Cooper, Director of Vantage, 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.

Contact details

Vantage Website: www.vantagegetsh.org

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