

Appropriate Body Newsletter

July 2022



**Central London
Teaching School Hub**

Part of United Learning

Contact: centrallondontsh@centrallondontsh.org.uk

Welcome to all new and existing Induction Tutors and thank you for taking the time to read this newsletter.

We would like to thank you for choosing the Central London Teaching School Hub as your Appropriate Body Service for your early career teacher's induction period.

End of year assessments – thank you

To our schools that have worked with us for the first year of ECF programme and have nominated us to deliver the Appropriate Body services, thank you for working so hard on the final assessments and progress reviews for your ECTs.

Registrations for 2022 – new ECTs

If you have ECTs beginning their Induction in September 2022, please register them on ECT manager by **Friday 16th September**.



You can access ECT manager here:
<https://centrallondontsh.ectmanager.com/login.aspx>

If you are a new school, you will need to register your school with us by following the above link and clicking on the yellow button 'register your school' inside the blue box. If your school does not appear in the drop-down list, please contact us.

You will need to share the ECT's:

- Name(s)
- Email address
- DoB
- Teacher reference number
- Contract information
- Training information
- Information relating to subject and year group

Most schools should select the ECF programme and Full Induction Programme. Ambition Institute is the Lead provider of this programme, in partnership with Central London Teaching School Hub.

The **Headteacher** must be added and sign the registrations of new ECTs.

We will work to approve the ECTs once confirmation of QTS has come through to us from the TRA. Your ECTs may not be approved until mid-September.

ECT transfers – September 2022

If you have any ECTs who are transferring to your school part way through their Induction period, please request their previous assessments and send them to centrallondontsh@centrallondontsh.org.uk as we cannot approve them until we have received these. If they do not have copies, they must contact their previous Appropriate Body to request them.

Statutory Guidance relating to Induction

We recommend that all Headteachers and Induction Tutors read the [statutory guidance](#) relating to ECT entitlements and timetable reductions, as well as the role of the mentor and their entitlement to training.

ECT entitlements

- o Year 1 ECTs – 10% reduced timetable
- o Year 2 ECTs – 5% reduced timetable
- o Year 1 ECTs – weekly observation and mentor meeting
- o Year 2 ECTs – fortnightly observation and mentor meeting
- o Year 1 ECTs – half-termly Induction Tutor observations related to the Teaching Standards
- o Year 2 ECTs – termly observations, unless the ECT is at risk

September 2022 actions with your ECT

1. Meet with your ECT(s) early on to explain the programme they are on and the Induction period
2. Ensure they understand the role of you as the Induction Tutor and the mentor role and who their mentor is
3. Look at their timetable and help them to identify a slot for their self-study time
4. Set their targets for the term in relation to the Teaching Standards

Induction Tutor role and actions

The Induction Tutor must:

- Oversee the formal Induction period for your ECT(s)
- Oversee the programme (e.g. Full Induction Programme) in your school
- Make rigorous and fair judgments about the ECT's progress in relation to the Teacher Standards
- Inform the Appropriate Body if you have any concerns about an ECT's progress
- Observe ECTs once per half-term (year 1s) or once per term (year 2s) and provide written feedback to the ECT and keep a record of this. You may use the school's proforma for this.
- Submit the progress reviews to ECT manager at the end of term 1 and 2 and the formal end of year assessment at the end of term 3 for both years of Induction
- Provide written feedback to the ECT

Please note there is no expectation for ECTs to gather a folder of evidence as in previous years. You may wish to gather evidence yourself e.g. observation notes, to support you in completing the progress reviews and assessments.

You can always access ECT manager through this link:
<https://centrallondontsh.ectmanager.com/login.aspx>

Training guides, handbook and videos

On our website you will find several support videos that will be relevant for now, but these may be updated in the coming months.

You will also find our handbook that contains all the processes we will follow.

<https://centrallondontsh.org.uk/programmes/appropriate-body>

Our role as Appropriate Body

- To support you and ensure that ECTs are receiving their statutory entitlements
- To ensure that ECTs are receiving an ECF-based Induction
- To ensure that teachers have satisfactorily met the Teacher Standards based on the Headteacher's recommendation at the end of the Induction period
- To provide guidance on submitting the progress reviews and formal assessments

Key dates

Observations

You should have your first formal observation and provide feedback during half-term 1. You should have your second formal observation early in half-term 2, we recommend by mid-November.

First Progress Review Point – December 2022

Induction Coordinators will complete the Progress Review at the end of half-term 2 with a due date of **early December 2022**. You will be able to access and submit the progress review from the **end of November 2022**. We will send out more guidance about this in due course.

The progress review will ask you to record:

- Days absent
- If the ECT is on track to complete their induction (if not, it will ask if you have informed them and that a support plan is in place)
- If they are accessing the ECF
- If they have received their statutory entitlements

It will also provide space for them to make a comment – they will need to log into ECT manager to add this.

Headteachers will also need to digitally sign every progress review.

Summary of actions for September 2022:

- Register any new ECTs onto ECT manager by **Friday 16th September**.
- For any ECT transfers, please request copies of their progress reviews and share to the contact email below.
- Read the statutory guidance for Induction.
- Arrange to meet with your ECT in September and plan your observations for term 1.
- Ensure that the ECT is aware that we are their Appropriate Body and share our contact details.

Contact: centrallondontsh@centrallondontsh.org.uk