

Induction of Early Career Teachers (ECTs)

OneCornwall Teaching School Hub as the Appropriate Body (AB) Service Level Agreement

All schools that offer a statutory induction are required to have an Appropriate Body (AB) for their Early Career Teachers (ECTs). In addition to monitoring that ECTs receive their statutory entitlements, ABs will support schools and ECTs to meet the statutory guidance.

OneCornwall Teaching School Hub as an Appropriate Body will:

- Undertake fidelity checking during relevant points of the induction period to ensure induction meets the ECF programme standards where ECTs are taking part in the Core Induction Programme and the School Led Programme
- Register ECTs on the Teaching Regulation Agency (TRA) system
- Ensure that ECTs are fairly and regularly assessed through collection of monitoring reports and formal assessments at the end of both years of induction and at interim points
- Quality assure the schools detailed breakdown of the programme for years 1 and 2
- Undertake additional observation(s)/quality assurance of ECF induction programme throughout the two years
- Provide additional support for ECTs not meeting the Teachers' Standards
- If required, we will contact the ECT's previous appropriate body to obtain the necessary reports on behalf of the new Headteacher

Pricing information is provided in Appendix 2

Choosing OneCornwall Teaching School Hub as your appropriate body for ECT induction

You can register your ECTs with us in the following way:

- contacting Sally Trevarton, ECF administrator by phoning 01872 530583 ext 187 or email strevarton@onecornwall.co.uk

OneCornwall Teaching School Hub

Tel: 01872 530583 (ext:187)

www.onecornwall.co.uk

The Appropriate Body (AB) Role

OneCornwall Teaching School Hub as the Appropriate Body will carry out the following duties:

1. Access the Teaching Regulation Agency (TRA) database to confirm a teacher has QTS

Rapid follow-up to completion of AB registration form provides schools with reassurance and guidance.

2. Register the ECT

Support for schools in returning the registration form with required details. Enter on TRA data protected software. (Time spent teaching cannot be counted towards induction if the ECT is not registered.)

3. Provide the ECT with details of 'named contact' with whom to raise concerns, if they are not resolved by the school

4. Confirm and monitor that the ECT has an appropriately reduced timetable and support from a mentor and induction tutor

5. Ensure that the ECT's post is suitable for induction

6. Maintain records and copies of assessment reports for each ECT

Read all assessment reports and respond as necessary. Store all forms for a period of six years and be prepared to liaise with other ABs if the teacher moves before completing induction.

Where an ECT has already completed part of their induction period in another institution, the headteacher/principal should contact the ECT's previous appropriate body to obtain copies of any progress review records or assessment 32 reports (including any interim assessments). They should establish how much induction time remains to be served and alert the ECT's current appropriate body to any concerns that have been raised about the ECT's progress by previous employers. The current appropriate body is expected to ensure that the headteacher/principal has contacted the ECT's previous appropriate body and has obtained the necessary reports to ensure induction can be continued effectively. Where agreed with the headteacher/principal the current appropriate body may contact the ECT's previous appropriate body to obtain the necessary reports.

7. Assure itself that the head teachers/principals, induction tutors and governing bodies are aware of and capable of meeting their responsibilities

8. Act early in cases where an ECT might be experiencing difficulties, to ensure assessments are fair and provide support as appropriate (see Sections 4 of DfE Statutory Guidance on Induction for Early Career Teachers in England)

This can entail considerable extra time and resources on the part of the AB. See Appendix 1.

9. Where an institution appears not to be providing an appropriate programme or support, contact the institution to raise its concerns immediately

10. As appropriate and agreed, provide institutions with guidance, support and assistance in relation to ECT induction programmes

This is done mainly via phone and email on a daily basis, partly because schools know that the Administrator is nearly always immediately available and that support from an appropriate adviser is available to support the school at short notice.

11. Monitor and write to ECTs and their schools regarding pre-completion extensions

This is related to sickness and maternity leave.

12. At the end of the period decide whether the ECT has met the Teachers' Standards and notify the parties within the agreed timelines

Follow up schools that do not send in final assessment forms on time. This may result in ECTs not being included on that term's return.

13. Make a final decision whether the ECT's performance against the relevant standards is satisfactory or an extension is required and notify the relevant parties

14. Provide the TRA, via the termly email, with electronic lists of ECTs who have commenced an induction period; completed an induction period and met the standards; and those who leave a school partway through an induction period

This TRA data protected programme provides clear tracking of ECT's progress against the Standards.

15. Notify the TRA within three days of reaching a decision, of those ECTs whom the Appropriate Body judges to have failed induction, or of those whose period the Appropriate Body decides should be extended

The AB can be asked to defend its decision if the ECT decides to take an appeal to the TRA.

16. Cost of OneCornwall Teaching School Hub support

See Appendix 2

Upon registration of an ECT, your school will be invoiced for the full amount of the chosen Appropriate Body Programme option. A £65 rebate of your yearly charge can be applied for if your registered ECT does not start their final term within your school.

17. GDPR and Confidentiality

Headteachers/principals, induction tutors, appropriate bodies and the Teaching Regulation Agency should ensure that arrangements are in place to facilitate the effective protection and secure transfer of data.

The induction process and the assessments generated from it should be treated with confidentiality at all times and should not be shared with anyone not directly involved in the induction process. It should be made clear to anyone viewing such documents that they are confidential and ECTs must be made aware of who has been granted access to their assessments.

The governing body can request general reports on the progress of an ECT on a termly basis but are not automatically entitled to have access to an individual's assessment reports. The exception to this would be when an ECT has raised concerns about a particular issue/assessment via the institution's grievance procedures, which would in many cases require the governing body to investigate the situation. If at any stage the governing body has questions or concerns about the quality of the institution's induction arrangements and the roles and responsibilities of staff involved in the process, they can seek guidance from the appropriate body.

Appendix 1: Unsatisfactory Progress

The appropriate body must ensure that: where an ECT may be experiencing difficulties action is taken to address areas of performance that require further development and support.

(See Section 4 of DfE Statutory Guidance on Induction for Early Career Teachers in England)

If it becomes apparent that an ECT is not making satisfactory progress, the appropriate body should be informed and the Headteacher or Principal must ensure that additional monitoring and support measures are put in place immediately. It is important that the ECT is made aware of where they need to improve their practice and given every opportunity to raise their performance.

The AB should be informed as soon as a problem emerges – do not wait to see if the ECT improves.

This may entail at least one initial meeting (online or in person) by the AB ECF Lead to the school to interview the Induction Tutor, review documentation and meet the ECT. As a result of this assessment the AB ECT Lead will give feedback to the school. Usually the AB ECT Lead will recommend that a relevant colleague visits the ECT to provide external verification as to the areas of weakness and make recommendations. There may be additional visits during the term, as appropriate; these visits will be charged at a day rate of £350.

It is also possible that, from an early stage, the ECT's union representative will become involved. This is likely to entail both meetings and regular electronic communication as well as preparation of documentation.

It is often the case that a solution will be reached before the ECT reaches a notice of failure to meet the standards at the end of the induction period. However, if this does happen and the AB must make the final decision to pass, fail, or extend then much more time and effort must be expended by the AB.

Appendix 2: Appropriate Body Fees

Full Induction Programme (£195 per ECT per year)

Full Induction Programme (with another national provider through OneCornwall) - £240 per ECT per year

Core Induction Programme (£500 Quality Assurance plus £195 per ECT per year)

School Led Programme (£1000 Quality Assurance plus £195 per ECT per year)

*The cost of Quality Assurance for CIP and SLP is invoiced every two years whilst the school has ECTs.

*Any extra support required for the ECT or the school will be charged at a day rate of £350

*A £65 rebate of your yearly charge can be applied for if your registered ECT does not start their final term within your school.

By registering ECTS, you agree that you have read, understood and will comply with the terms of this service level agreement.