



HISP TSH Appropriate Body

Welcome Briefing

(Assessment Programme)

September 2024

Kate Walker

**HISP TSH Appropriate Body
Services Lead**

BRIEFING ETIQUETTE

- This briefing is for Induction Tutors and ECTs, Mentors and Headteachers are also very welcome.
- Please ensure microphones are muted.
- This briefing is being recorded.
- Please use this link for any questions you have. A set of FAQs will be created and shared with recording and slides from this briefing.

[Microsoft Form for Induction Tutors and ECTs - Sept 2024](#)

ECT Programme Overview

Appropriate Body (AB)

Assessment programme for ECTs against the Teachers' Standards

To quality assure the statutory teacher Induction on behalf of the DfE

Kate Walker
Appropriate Body Lead

ECF Training Programme

Training programme for ECTs (not assessed)

ECF based training materials for ECTs and Mentors, provided by EDT

Kerry Somers
Programmes Lead



AGENDA

Registrations

Statutory Entitlements

Updates to AB Handbook

Documentation Access

- **Observations**
- **Progress Reviews and Formal Assessments**
- **Support Plans**

Check In Visits

Staying in touch



ECT Registrations

1. Must be registered with DfE ([Manage training for early career teachers \(education.gov.uk\)](https://www.gov.uk/guidance/manage-training-for-early-career-teachers))
2. Must be registered with an Appropriate Body ([Register your ECT on ECT Manager](#))
3. Must be on ECF based training programme;

Best Practice Network (BPN), Education Development Trust (EDT), Teach First, Ambition Institute, The National Institute of Teaching (NlOT).

Appropriate Body ECT Registrations

Must be registered with an Appropriate Body ([Register your ECT on ECT Manager](#))



- Details required include
- The ECT's full name, address, TRN, personal contact details; email and phone number, DOB
- The Schools's details; address and phone number, the named Mentor, the named Induction Tutor, the named Headteacher, URN

ECT Manager is the central portal where documentation is held for each ECT; including Progress Reviews, Formal Assessments, Observations and (where necessary) additional support documentation.

INVOICES for Appropriate Body Services will be issued to Finance Teams at all schools this half term.



Statutory Entitlements

Every ECT is entitled to the following:

A two-year Induction Phase

Support from a dedicated Mentor (weekly in Year 1, fortnightly in Year 2)

Access to ECF based self-study materials

Reduction in teaching timetable (10% reduction in Year 1, 5% reduction in Year 2)

Formal Observations each term (minimum) with written feedback applied to the Teachers' Standards, completed by the Induction Tutor

Opportunities to observe experienced/ expert teachers

Progress Reviews (at the end of terms 1, 2, 4, 5), written by the Induction Tutor

Formal Assessments (two; one at the end of terms 3 and 6), written by the Induction Tutor

Updates to AB Induction Handbook



Appropriate Body
Induction Handbook 2024 - 2025
Handbook and Guidance
for ECTs, Induction Tutors, Mentors
and Headteachers

Section 1	Introduction and Key Information
Section 2	A Suitable Post for Induction and the Induction Period
Section 3	Monitoring, Support and Assessment during Induction
Section 4	Unsatisfactory Progress
Section 5	Completing the Induction Period
Section 6	Roles and Responsibilities
Section 7	HISP TSH Appropriate Body Documentation

Updates to AB Induction Handbook

Section 1

Introduction and Key Information

Updates to contact details; listing myself and Emma as primary contacts at HISP TSH Appropriate Body

Updates to AB Induction Handbook



Section 2

A Suitable Post for Induction and the Induction Period

Ensuring the expectations of an ECT and their role are appropriate
Recommendations for use of ECT Induction time (10% and 5% reduction)

Roles of Induction Tutor and Mentor

- Induction Tutor as formal assessor against the Teachers' Standard
- Mentor as mentor and coach to facilitate ECF based training

Updates to AB Induction Handbook



Section 3

Monitoring, Support and Assessment during Induction

Overview to ECF based training – the Appropriate Body must ensure one programme of ECF training is being provided

- Full Induction
- Core Induction
- School Led Induction

Overview to the fees for Registration

Overview to the fees for each of the ECF based programmes

Induction Tutor observations expectations, formally once per term

Progress Reviews

Formal and Final Assessments

Interim Assessments

Raising Concerns

Updates to AB Induction Handbook



Section 4

Unsatisfactory Progress

Additional monitoring and support

- Year 1 – Personal Support Plan (PSP)
- Year 2 – Cause for Concern Support Plan (C4CSP)

HR Capability process; independent and separate of Appropriate Body's role.
Failure to complete Induction

Updates to AB Induction Handbook



Section 5

Completing the Induction Period

Statutory requirements to complete Induction

Reduction Requests in exceptional circumstances

Updates to AB Induction Handbook



Section 6

Roles and Responsibilities

Explains roles and expectations of:

The ECT

The Headteacher

The Induction Tutor

The Mentor

The Appropriate Body

The School's Governing Body

The Teacher Regulation Agency

Updates to AB Induction Handbook



Section 7

HISP TSH Appropriate Body Documentation

Compulsory Documentation

- ECT Lesson Observation Feedback Form (minimum one per term)
- Best Practice Observation Form

Where required;

- Personal Support Plan (PSP)
- Cause for Concern Support Plan (C4CSP)

ECT Manager portal

Progress Reviews

Formal/ Final Assessments

Uploading documentation onto ECT Manager – Top Tips

Optional Documentation

ECT and Induction Tutor Meeting Notes Form

ECT and Mentor Meeting Notes Form

Teachers' Standards Evidence From – no longer required to collate

*DfE Induction Guidance, April 2024
'most streamlined and least burdensome'*

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AB Documentation access

Copies of HISP TSH AB documentation can be accessed in two locations:

- ECT Manager – under 'Resource Folders'
- HISP TSH Website, select AB

- There is more to come

Appropriate Body Resources

 AB Induction Handbook

 AB Documentation Overview

 ECT Lesson Observation Feedback Form

 Best Practice Lesson Observation Form

 ECT & Induction Tutor Meeting Notes Template (Optional)

 ECT & Mentor Meeting Notes Template (Optional)

 Personal Support Plan Template (Yr 1)

 Cause for Concern Support Plan Template (Yr 2)

Resource List

Name

.1. AB Induction Handbook

.2. AB Documentation Overview

.3. ECT Lesson Observation Feedback form

.4. Best Practice Lesson Observation Form

.5. Personal Support Plan Template (Year 1)

.6. Cause for Concern Support Plan Template (Year 2)

.7. ECT and Induction Tutor Meeting Notes Template (Optional)

.8. ECT and Mentor Meeting Notes Template (Optional)

Observations

- Formal Lesson observations should be for the full lesson duration, formal feedback (written and verbal) should be provided in a timely manner, further details in AB Induction Handbook
- Create the following folders in ECT Manager for observation records to be held centrally.

'ECT Lesson Observation Feedback Folder'

'Best Practice Observation Folder'



Updates to Progress Reviews and Formal Assessments



Induction Tutors

- Length of statements (100 words minimum)
- Progress Reviews – detailing 3 areas of strength/ growth and 2 areas of development
- Formal and Final Assessments – detailing how ECT is meeting each of Teachers' Standard (100 words minimum)

ECTs

- Statutory Entitlements questions to respond to
- ECT questions - responses to be 100 words minimum for each

Support Plans – best practice and reasons why



Year 1: Personal Support Plan (Year 1)

Year 2: Cause for Concern Support Plans (Year 2)

Need to create Support Plan folder on ECT Manager with SIGNED copy – please name with initials and the month

- Folders:

'KW Personal Support Plan - Year 1'

'KW Cause for Concern Support Plan – Year 2'

- Documents

'KW Personal Support Plan - March 2025'

'KW Cause for Concern Support Plan – March 2025'

Check In Visits

- HISP TSH are required to visit a sample of schools in their region to quality assure and monitor the provision and support for ECTs.
- We select a random sample each term to visit, we will also visit schools if concerns are raised.

The visit includes:

Learning Walk to observe ECTs

Meeting with ECT/s

Meeting with Mentor/s

Meeting with Induction Tutor/s

Overview of documentation



Staying in touch

- AB Drop Ins – Tuesdays, 8.00 - 8.30am and 3.30 - 4.00pm, published on both ECT Manager and HISP TSH AB website
- Termly Induction Tutor Briefing – 6th November – 3.30pm With an Assessment focus
- Half Termly AB Bulletins
- Contact details - AB@hisptsh.org

Kate Walker, AB Services Lead - 02380 011154

Emma Gerrard, AB Coordinator - 02382 145526 (9am – 3pm)