

East Manchester Teaching School Hub: Appropriate Body Service

The Appropriate Body (AB) is responsible for the quality assurance of the statutory **2-year** induction for Early Career Teachers (ECTs) which comes into effect from September 2021.

Schools and colleges with ECTs must register with an AB. We hope that most schools in Oldham and Tameside will opt to work with their local hub. We hope that schools working with the East Manchester Hub on the Early Career Framework through University College London will also want to use our AB service.

We want this service to be of the highest quality, trusted by schools and teachers, sustainable, and, in the way it works, a mechanism for spreading and sharing best practice across the region. We intend to achieve this through a team approach, drawing on the experience and expertise that already exists.

In the first year, 2020-21, we are looking for up to 5 senior leaders, from across the hub partnership and region, who have experience in quality assurance of NQT provision, and/or significant experience as induction tutors, to work with our Hub Director to provide quality assurance of ECT provision in partner schools. Our QA leads must be senior leaders in schools; this role will involve conversations with headteachers.

In 2022-23, we intend to recruit a further group of QA leads as a new intake of ECTs takes up post. Potentially some established QA leads may be able to increase their commitment.

What does the role involve?

1. Working as a member of the AB QA team to provide an excellent professional service to schools which supports high-quality induction of Early Career Teachers, enabling them to gain extensive, supported experience of teaching whole classes to Teachers' Standards.
2. Taking responsibility for a group of schools with ECTs and committing, as far as possible, for 2 years working with the school/ECTs.
3. Checking what the schools have put in place, and that ECTs receive an ECF induction programme, a designated induction tutor and mentor, and the reduced timetable.
4. Where schools have not chosen the full ECF programme, to do the fidelity checks to ensure that the school's programme fully meets the ECF requirements. (3 additional days per school are required for fidelity checks)
5. Checking that the monitoring, support, assessment and guidance procedures in place for the ECTs are fair and appropriate.
6. Checking that induction tutors and mentors have the ability and sufficient time to carry out their role effectively.
7. Checking that ECTs' records and assessment reports are maintained and that ECTs are kept up to date on their progress, the principle being that there should be nothing unexpected at the formal assessments in Terms 3 and 6.
8. Delivering training to Induction Tutors at the start of the schoolyear, plus "refreshers" in the Spring and Autumn terms.
9. Providing support and advice for induction tutors/schools/sometimes ECTs when questions arise.

10. Participating in half-termly AB team meetings to review/evaluate/plan, informing the Hub Director/AB lead of any significant potential issues re:
 - Reduction/extension of induction periods;
 - ECTs who are in danger of not meeting the standards and actions being taken;
 - Any schools' non-compliance with statutory induction and actions being taken.
11. Ensuring that an interim assessment is completed for any ECT who leaves a post after completing one term or more in a school but before the next formal assessment takes place.
12. Advising the AB re any requested reduction or extension of the induction period in line with statutory guidance.
13. Making the final recommendation to the AB on whether the ECT's performance against the Teachers' Standards is satisfactory.

Commitment and Remuneration

The extent of the commitment will depend upon the number of ECTs registered with the AB, and it's likely to be around 10 days per annum. If a school has opted for the Core Programme, or is devising their own, there will need to be 3 fidelity checks to ensure that the programme covers all the ECF. 3 additional days will be added to fund the QA lead working with the school to perform the checks before the QA of the implementation.

QA leads must attend the training and the half-termly meetings with the team and AB lead. They must be available at key points in the year to lead training themselves for induction tutors and for their Quality Assurance visits (up to 20% of ECTs, over the 2 years) which fit in with their schools.

There are review points in December, late March and May, when AB leads must work to deadlines.

Maintaining contact with schools between these review points is important. Some induction tutors will need more support than others, depending on their experience. Our business support will be able to answer many of the questions that come through, but there will be those that will need to be referred to the QA lead. The scope builds in time for these more complex issues.

We will ask leads to keep a record of activity which will be reviewed at the half-termly meetings, so that workload can be shared/managed.

Remuneration will be at the senior leader rate of £400 per day to be invoiced termly and paid in arrears.

The Service Level Agreement is with the QA Lead's employer, stipulating the individual. Notice period from both parties is 1 term.

There will be training for QA leads on the new statutory framework and the use of NQT Manager in the first week of the autumn term, either **8th or 9th September (tbc)**. QA leads will train the Induction Tutors of their schools starting in the first week of October

If you are interested, we would like to hear from you.

Person Specification

Criteria	Essential/Desirable
A member of your school's senior leadership with experience of quality assurance in your area of responsibility	Essential
Experience in leading the induction of newly qualified teachers	Essential
Knowledge and experience of teacher development against the Teacher Standards	Essential
Experience of leading quality assurance of NQT provision	Desirable
Excellent time management, meeting deadlines	Essential
Approachable and supportive manner, able to work and build relationships with colleagues across a range of schools, phases and settings	Essential
Able to conduct sometimes difficult conversations professionally and supportively with all staff, from Early Career Teacher, Mentor, Induction Tutor through to Headteacher and where necessary, with union representatives.	Essential

Process

1. Contact us at info@eastmanchesterteachinghub.com if you would like an informal discussion.
2. Apply by letter setting out how you would meet the person specification above, with a brief resume of your professional career and responsibilities.
3. Your application must be endorsed by your Headteacher, including their agreement to release you for the required days.