

Appropriate Body Agreement

This agreement is between the named school/college and the East Manchester Teaching School Hub.

Full details of the requirements of Appropriate Bodies can be found in the two documents below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972316/Statutory_Induction_Guidance_2021_final_002_1_1_.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991723/Appropriate_bodies_guidance_induction_and_the_early_career_framework.pdf

The East Manchester Teaching School Hub will:

- Meet the requirements of Appropriate Bodies set out in the Appropriate Bodies Guidance
- Provide annual training for induction tutors
- Provide termly refresher training for new induction tutors
- Ensure that a team of highly experienced, expert leaders are recruited to support schools and robustly quality assure the experience of induction
- Provide an electronic portal for submission of progress reviews and assessment reports (ECT manager)
- Quality assure progress reviews, assessment reports, and the school induction experience through a mixture of ECT manager monitoring and quality assurance visits
- Provide support and guidance to induction tutors and ECTs in relation to the completion of statutory induction.
- In 2021-2022, the Teaching School Hub will register school and participant information on ECT manager. In future years this will be the responsibility of the school/college.

The named school/college will:

- Meet the requirements for statutory induction set out in the Statutory Induction Guidance (section 2.17)
- Register participants with the East Manchester Teaching School Hub and ensure the Hub is kept up to date with changes in personnel, resignations, new starters etc.
- Ensure that information on ECT manager is accurate for all involved, including TRN and DOB where relevant (head teacher, induction tutor, ECTs and school administrators)
- Enable induction tutors to attend the training session
- Ensure that deadlines are met for each ECTs progress review and assessment report
- Ensure that required documentation, such as support plans, are uploaded onto ECT manager
- Provide contact details for the finance department and agree to the finance terms below:

Registration

Schools must notify the Appropriate Body that an ECT has been appointed in advance of the ECT taking up post. This is to allow time for the Appropriate Body to do the relevant background checks to ensure that the ECT has been awarded Qualified Teacher Status (QTS) prior to the start of induction.

East Manchester Teaching School Hub
Egerton Street, Oldham, OL1 3SQ

Tel: 0161 624 1484
Email: info@eastmanchesterteachinghub.com

East Manchester Teaching School Hub is proud to be part of the Cranmer Education Trust

ECTs can be registered to commence induction with the Appropriate Body at the start of each term. Should an ECT be appointed to take up post during a term, they can be registered for induction from the start of the next term.

Finance

The Appropriate Body service is charged at £340 per ECT for the full induction period (6 terms)

- The first two terms of each academic year will be invoiced together, one in advance and one in arrears. After this, the named school/ college will be invoiced termly in advance (as per the schedule below)
- For full FTE candidates the £340 will be charged over 6 academic terms. If any of the participants are not a full FTE, the total charge remains the same at £340 and this will be invoiced over the number of terms relevant to their FTE. For example, FTE 0.75 would be charged over 8 academic terms.
- A purchase order from the named school/ college is required and will be quoted on said invoices. Please provide a **single** purchase order number to cover all staff from the named school/ college for the duration of induction (equivalent to 6 full terms). If there are any amendments to your registrations (additional or removed candidates), please amend the original Purchase Order.
- Please send Purchase Orders to;
FAO; East Manchester Teaching School Hub
Email; Finance@blue-coat.org
Address; The Blue Coat School - East Manchester Teaching School Hub, Egerton Street, Oldham, OL1 3SQ
- The termly fee will be charged in full for any term that the candidate has participated in. i.e. if a term is started and not finished, that term will be charged
- You will receive invoices from “The Blue Coat School”. The invoice will reference the East Manchester Teaching School Hub.

Invoice Schedule – each Academic Year;

Term 1	Invoiced together in December
Term 2	
Term 3	Invoiced in April

Authorising signatures

Named School College:	The East Manchester Teaching School Hub
Print name and role	Print name and role
Date:	Date: