# Appropriate Body Agreement 2022-2023

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

Full details of the statutory requirements for 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 notice of, and the documents required to carry out a monitoring visit effectively.
* Visit schools/colleges regularly to undertake quality assurance monitoring visits.
* Support schools to ensure they are compliant in meeting the statutory induction entitlements for all Early Career Teachers.
* Provide a named Quality Assurer contact for each school.
* Recruit Quality Assurers that are highly experienced Senior Leaders to monitor and quality assure the ECT Induction process.
* Provide termly refresher training for new induction tutors – either through a face-to-face meeting or online tutorial.
* Provide an electronic portal for submission of progress reviews and assessment reports (ECT manager.)
* Quality assure progress reviews, interim reports, assessment reports and the school induction experience through a mixture of ECT manager monitoring and quality assurance visits.
* Provide on-going support and guidance to induction tutors and ECTs in relation to the completion of statutory induction.

## The named school/college will:

* Familiarise themselves with the Statutory Guidance regarding the Induction for early career teachers (England) 2021 and meet the requirements set out in the document.

[Statutory Induction Guidance 2018 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972316/Statutory_Induction_Guidance_2021_final__002_____1___1_.pdf)

* Ensure that all ECTs receive all of their statutory entitlements included within the guidance whether they be in a maintained school, PRU, Post 16 provision, academy or independent school.
* Ensure the ECT is employed in a suitable post for induction-section 2.17.
* Ensure all participants are registered with East Manchester Appropriate Body via ECT manager accurately and in line with deadlines provided.
* Ensure the Appropriate Body 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)
* Notify the Appropriate Body of any changes in ECTs circumstances, well-being, sickness, maternity etc in a timely manner.
* Engage with the Appropriate Body to support statutory quality assurance visits.
* To provide the Appropriate Body with all documentation required to support quality assurance within the timelines provided.
* Have a named induction tutor and provide them with time to attend training sessions and carry out their role in school effectively.
* The Induction Tutor should be a senior member of staff who is able to oversee the work of the mentors and make final judgements for ECTs against the Teachers Standards.
* Appoint a mentor (who holds QTS) for each ECT to support them with the ECF programme as part of statutory induction.
* Provide adequate time for the mentor to carry out the role effectively within teaching time and to attend termly training sessions.
* Ensure that deadlines for progress reviews and formal assessments are met for each ECT.
* Ensure that any changes in circumstance, well-being, sickness, maternity are communicated to the Appropriate Body in a timely manner.
* 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

Where possible, 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. Failure to register ECTs may result in a delayed access to ECT manager, and the ECF programme.

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 £360 per ECT for the full induction period (6 terms) commencing from September 2022 starters.

* 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 £360 will be charged over 6 academic terms. If any of the participants are not a full FTE, the total charge remains the same at £360 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.

There are two invoice windows per academic year, December, and April.

**Illustrative Billing Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
|   | ***Term 1*** | ***Term 2*** | ***Term 3*** |
| **September - December Starter** | Invoiced December(arrears) | Invoiced December(advance) | Invoiced April(advance) |
| **January - April Starter** | n/a | Invoiced April(arrears) | Invoiced April(advance) |
| **April - July Starter** | n/a | n/a | Invoiced April(advance) |

If for any reason an ECT's start date does not correlate with the above schedule, we reserve the right to send ad hoc invoices as necessary.

Authorising signatures

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