

Appropriate Body Newsletter

Autumn 2022



Thank you

Thank you to all our ECTs, Mentors and Tutors in school. We know that some of you have had to wait a while for login details from UCL for the Early Career Framework. Our Admin Team: Bex, Rachel and Shauna have been communicating daily with UCL to rectify any problems as we appreciate how inconvenient it is for you.

A big thank you also to all our facilitators who are supporting the ECT and Mentor cluster groups.

January starters and Registrations

If you have any new ECTs starting in January, please register them now with the Appropriate Body and your Early Career Framework provider. Further information is available on our [website](#). If you enrol an ECT who has already started their Induction at another school, please make sure that you request all former assessments from their previous school.

Mentor and Tutor changes

If at any point during the year you have to change your mentors in school or Induction Tutor, please let us know immediately by e-mailing us at ecf@eastmanchesterteachinghub.com

Please also amend the details on ECT manager.

Progress reviews are due by the 16th of December.

The forms are available on ECT manager and can be submitted up to 14 days prior to the due date. This is to enable those of you that have a large number, time to complete them. Having reviewed a large number last year, we ask that you carefully consider the following points:

- Please don't feel that you must cover all the Teacher's standards each term.
- For Year 1 ECTs- consider commenting on the Teachers standards that are covered as part of their ECF programme each term. This term for September starters would be TS1, 7, 2 & 3.
- For Year 2 ECTs they cover the same standards but as part of their inquiry projects. It really helps the team of Quality assurers who are reading your reviews for you to be as precise about the standards you are focussing on.
- Please ensure you personalise your reviews so that we get a clear picture of how your ECT is doing.
- Where progress reviews include some evidence to back up statements, they are much easier to review and be assured of.

Upcoming Formal assessments

January 22 starters: The first formal assessments are due at the start of December. They will be available to Tutors to start writing towards the end of this week.

Having completed one round of formal assessments last July, quality assurers found that the most effective reports provided detailed evidence e.g., observation of phonics and dated. Using the same evidence for each standard wasn't always relevant.

Please proofread your reports to avoid them being sent back for spelling, grammatical and pronoun errors.

Targets need to be personalised, appropriate (SMART) and are not needed for each standard (we recommend 3).

Quality Assurance Visits

We visit approximately 25% of our schools each year to carry out quality assurance visits. During the visit we meet with your Induction Tutor, some ECTs and mentors within the school. We discuss your provision in line with the [statutory guidance](#) and how we can support you with your processes if needed.

Many of the schools we have visited have greatly appreciated the feedback we have provided.

If you would like to elect to have a visit, please e-mail Jo Conway at the following address: ecf@eastmanchesterteachinghub.com

Funding Information for Headteachers, Tutors and Business managers

ECF funding (ECTs & Mentors) The DfE funding falls into 2 grants:

1st Grant - payment for mentors training off timetable. Schools are entitled to: £1,576.10 per mentor for training over 2 years if they use the Full Induction programme. Schools will receive payments in arrears:

At the end of year 1 in the summer term - £788.05

At the end of year 2 in the summer term - £788.05

Payments are made for 18 hours each year.

2nd Grant - covers the cost of the ECT's 5% off timetable and 20 hours of mentor support in year 2. Schools are entitled to:

Funding per ECT - £1200

Funding per mentor - £900

Total funding - £2100

Schools will receive payments in arrears at the end of year 2.

The first time this will be paid for the first National roll out (NRO) will be summer 2023.

Full Information regarding funding is available on ECT manager in the resources section and on our [website](#).