

East Manchester Teaching School Hub Appropriate Body  
**Summer Term Newsletter**  
**For all Induction Tutors and Headteachers**

We are fast approaching the end of statutory Induction for nearly **350 ECTs**.

We know that you are all gathering and checking the evidence needed to complete the **final assessments** for your ECTs.

In this newsletter there is important information for you regarding:

- Final Assessments
- ECTs at risk of not meeting Teachers' standards
- New registration information
- Updated Statutory Guidance 2023
- ECTs with absence
- Information for ECTs regarding QTS and accessing Induction certificates.

### **ASSESSMENT REPORTS**

Please remember to follow our **guidance** regarding **evaluative statements** on assessment reports and provide a list of evidence sources for each of the Teachers' Standards.

It is imperative that all formal assessments are **submitted and signed on time**. The deadlines for submission are set to ensure the Appropriate Body has time to **read all the reports** and meet the **appeal hearing** deadlines with the Teaching Regulation Agency.

In order not to lose your work, you may find it useful to have your ECTs report on a word document due to ECT manager having a timeout function.

#### **The deadlines for this summer are as follows:**

- Formal Assessment 2 for Term 6 - 30<sup>th</sup> June 23
- Formal Assessment 1 for Term 3 - 7<sup>th</sup> July 23
- Progress reviews Terms 1, 2, 4 & 5 - 14<sup>th</sup> July 23

These deadlines are staggered to ensure that formal assessments are completed and submitted as a priority.

It is **NOT** appropriate to make a statement such as: **Helen has met this standard; OR** to reiterate the Teachers' Standards by copying and pasting from the Teachers' Standards document such as: **TS 1 - Helen sets high expectations which inspire, motivate and challenge pupils, she establishes a safe and stimulating environment for pupils, rooted in mutual respect and sets goals that stretch and challenge pupils of all backgrounds, abilities and dispositions. She demonstrates consistently the positive attitudes, values and behaviour which are expected of pupils.**

Unfortunately, these reports will be returned to the school to be re-written.

**The information contained within the report needs to stand up to scrutiny by the Teaching Regulation Agency.**

**Please see below some examples of evaluative statements and sources of evidence. For formal assessment reports.**

#### **TS6**

*Helen's ECF Inquiry into developing quality pedagogy and making productive use of assessment showed a deep understanding of how to assess and by sharing her findings with the department, we have been able to make some changes to our departmental assessment policy. She has an appropriate understanding of assessment including statutory requirements and she makes accurate and productive use of assessment. Helen marks books regularly as per department policy and follows data collections cycles using data to identify underachievement and act accordingly. She has made valuable contributions to discussions in the department about assessment. Lesson observations have shown Helen giving excellent verbal feedback*

#### **TS4**

*Jo is planning and teaching daily lessons; she has worked hard on developing her use of pace and working on the balance between continuous provision and focussed learning activities. Lesson Observation feedback – Jo had set up a variety of activities in different areas that were all linked to the central theme; they were appropriately challenging and engaging. She also used the pupils interests and a book as the hook for the lesson, which worked brilliantly. Jo has worked closely with her mentor to refine planning systems and processes in line with the whole school approach; she also learnt a great deal from observing another Reception teacher in one of our other trust schools.*

#### **Part Two: Personal and Professional Conduct**

*Helen has maintained high standards of behaviour both within and outside school and continues to uphold public trust in the profession. She treats students with dignity and respect and always observes proper professional boundaries. She is clear about safeguarding procedures and has followed them this year. Helen is tolerant of and has respect for the rights of others and has not undermined fundamental British values. Finally, she has not expressed personal beliefs that exploit pupils.*

**See below some examples of evidence**

#### **TS6 Evidence**

- Completed baseline assessments. 20.9.22
- Use of formative assessments identified during observations.
- Phonics assessments completed and children grouped accordingly. 05.10.22
- Pupil Progress Meetings – October and December 2022
- WELLCOMM screening check (training and implementation). 01.12.22

#### **TS3 Evidence**

- Book Looks 09.12.22
- Lesson Observations 30.11.22 & 3.11.22
- RWI Coaching
- Learning Work
- Reflection log
- SEND Review 24.11.22
- Curriculum leader observations 05.12.22

## **ECTs AT RISK OF NOT MEETING TEACHERS' STANDARDS**

### **The Responsibility of the School or College**

ECTs at risk of not meeting the Teachers' Standards will require additional support.

Alerts can be raised by clicking on the **Help & Support** button on **ECT Manager** OR emailing the schools named **Quality Assurer (QA)**.

**For any ECT who is not making satisfactory progress at any point in induction the school's named Quality Assurer should be notified immediately.**

ECTs, Induction Tutors, Lead Induction Tutors and Headteachers must raise an **ALERT** with the Appropriate Body as soon as possible if they have any concerns about whether the ECT will be able to meet the Teachers' Standards by the end of the induction period.

Alternatively, **contact the Appropriate Body** by email or telephone.

ECTs at risk of not meeting the Teachers' Standards must have a **Personal Support Plan**. There is an exemplar template in the resources section on ECT Manager. **The Personal Support Plan is completed by the Induction Tutor** in consultation with the ECT and must then be sent to EMTSH to read and review. **Please alert EMTSH before completing a Personal Support Plan.**

Please note that putting a **Personal Support Plan** in place **should not be delayed** until a formal progress review or assessment point. You should have a meeting with the ECT to **discuss the Personal Support Plan** and a meeting when there is a progress review or assessment point. It is important that **the ECT is made aware of where they need to improve their practice**, and given every opportunity to improve their performance as soon as a concern has been identified. ECTs may also wish to contact their union who will be able to provide further confidential support and guidance.

### **The Responsibility of East Manchester Teaching School Hub Appropriate Body**

EMTSH makes the final decision as to whether or not an ECT's performance against the relevant standards is satisfactory, drawing on the recommendation of the Headteacher. This decision will be made **within 20 days of receipt of the Headteacher's recommendation.**

In each case where the Headteacher's recommendation, recorded in the final assessment form, indicates that the **ECT has failed to satisfactorily complete the induction period a panel meeting will be held by the Appropriate Body in order to reach a decision as to whether the ECT:**

- has **performed satisfactorily** against the relevant Teachers' Standards and thereby completed their Induction period;
- **requires an extension**, or;
- has failed to satisfactorily complete the induction period.

## **NEW REGISTRATION INFORMATION**

The Dfe are currently updating their portal, so please **don't register any new ECTs with them yet** as it is not active.

Your **Induction Lead/Tutor will receive an e-mail** from the Dfe once the registration portal is active.

Please check that the correct details for your Induction Lead/tutor are registered on the Dfe portal.

If you are planning on having a new Induction Lead the details need to be updated as soon as possible, otherwise the link will be sent to the previous Induction Lead who may no longer be with your school.

We have found over the last 2 years that the majority of issues following registration are due to incorrect details so once you are ready to register a new teacher please **double check the following**:

**Teacher Reference Number (TRN)**  
**Date of Birth**  
**Number of terms already completed of Induction**

Please only register an ECT with an **active school e-mail address** as they will receive a time limited link.

## **UPDATED STATUTORY GUIDANCE 2023**

The government - along with the Teaching Regulation Agency - have recently published updated statutory guidance. The link can be found [here](#) and is also available on our website.

As part of the updated guidance Headteachers need to be aware that they are responsible for **sharing an ECT's progress reviews and assessment documents when they transfer schools** and for **asking for reports** for any ECTs they employ that have already commenced Induction.

## **ECTs WITH ABSENCE**

If an ECT is absent for a progress report or assessment, the school **need to wait until they return to complete**, share and discuss the document prior to submitting to the Appropriate Body. The Appropriate Body should also **be notified if any short absence is extended**.

**Please pass on the following information to your ECTs who are completing Induction this summer.**

## **INFORMATION FOR ECTs REGARDING QTS AND INDUCTION CERTIFICATES**

QTS and Induction certificates may be obtained by individual teachers through the [Teaching Regulation Agency Teacher Self Service](#) website.

This website allows teachers to:

- View their teacher record
- Obtain QTS and induction certificates
- Update personal details
- Download and print a letter confirming their teacher qualifications
- Input employment details

To log in you will need your:

- Teacher Reference number (TRN)
- Surname
- Forename
- Date of Birth
- UK National Insurance number

Please note:

- When entering the TRN, **seven numeric digits only must be entered**. The TRN should not contain any slashes or letters. For example, the TRN RP 83/12345 would be entered as **831234**.
- If you have any queries about your record, or have difficulty accessing the service please **contact the TRA Teacher Qualification Unit**.
- It takes around **24 hours** to update an individual's record **following an update from EMTSH** to the TRA to confirm that an ECT has completed their Induction period.