

Many thanks to all of the Induction Tutors and Headteachers who attended our training events this term and in July. From your feedback we know you found it really helpful to network with other tutors and be provided with further clarification regarding statutory induction and how this looks in a wide variety of schools. We are all still learning about all of the new requirements but learning together is a lot easier than in isolation .

Quality Assurance Visits

All of our QAs are in the process of contacting schools to arrange visits for this term. These visits are part of our statutory duties. If you would like to request a visit, please contact

Jo Conway at the Hub to arrange.

jconway@cranmeredt.org

Induction Lead and Tutor Drop-in Session

I will be holding an online drop-in on Thursday 23rd November if you wish to ask any specific questions or seek advice around Induction, Progress Reviews and assessments.

Please use the Teams link below to join the meeting at any time between 3:15 and 4pm

Microsoft Teams meeting Join on your computer, mobile app or room device

Meeting ID: 390 989 451 793

January Registrations

If you have any new ECTs that are starting in January 2024, please start to register them with us on ECT manager. Please also remember to input all of the details on the DfE portal too and assign them to East Manchester AB. Please check your ECTs QTS status prior to registration. You can do this on the following site.

<https://teacherservices.education.gov.uk/SelfService/Login>

ASSESSMENT REPORTS—Progress reviews and formal assessments

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 the Autumn term are as follows:

Formal Assessment 2 for Term 6 –1st December 23

Formal Assessment 1 for Term 3 - 6th December 23

Progress reviews Terms 1, 2, 4 & 5 - 15th December 23

These deadlines are staggered to ensure that formal assessments are completed and

If you have any queries, or need to indicate causes for concern to us, please use the Help and Support button in ECT Manager in the first instance or contact us through our new Help desk at [East Manchester Teaching School Hub - Help Centre \(deskpro.com\)](https://deskpro.com).

This will enable us to act more quickly as a team. However, should you need to contact us directly please email: info@eastmanchesterteachinghub.com

UPDATES

Please ensure you update ECT manager and the DfE portal with any changes of details:

Tutor and mentor names

e-mail addresses

URN(this changes if a school academises)

Resignations

which ECT a Mentor is attached to

ECTs not making expected progress or at risk of not meeting standards by the end of Term 6

[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 as they will be able to provide you with valuable advice and support to ensure you are meeting the requirements of section 4 of the statutory guidance.

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.



Early Career Framework

The table below summarises what ECTs and mentors should be focussing on this half term and next depending on when they started induction and the ECF programme.

As Induction Tutor, please discuss engagement with the ECF with your ECTs and mentors. If you are concerned about levels of engagement, please contact us and we will provide more detailed information.

Induction and ECF Start Date	Autumn Two 2023	Spring One 2024
January 2022	Module Nine	N/A
April 2022	Module Eight (ii)	Module Eight (iii)
September 2022	Module Seven	Module Eight (i)
January 2023	Module Five	Module Six
April 2023	Module Three (ii)	Module Four
September 2023	Module Two	Module Three (i)
January 2024	N/A	Module One

ECT+ programme 2023-24

This year we are offering a series of twilights. These twilights will be run by expert practitioners, experienced in their given area.

The sessions will compliment the Early Career Framework and enable you to find out more, learn new strategies, and ask questions.

All sessions are free to East Manchester Teaching School Hub registered ECTs, or those who have completed induction in July 23.

See the link below to our website page and the range of programmes available for ECTs to sign up.

<https://www.ticketsource.co.uk/cranmer-institute>