



First and Foremost...

During this half term we will be sending out our annual Microsoft survey forms to all Induction Tutors and ECTs. Our surveys enable us to further support all of our ECTs and their schools.

The survey takes just a few minutes to complete, and your invaluable feedback ensures we keep up to date with your school's processes and we consider the impact of our services on you. As an AB we pride ourselves on the personalised approach and support we provide in the context of a landscape of varied level of support. We aim to get to know all of our schools and tutors and ensure that we are able to respond to your needs at all times.

ECTs who are absent.

Please notify your named quality assurer if you have any ECTs that have been absent for a long time.

ECTs cannot be put on hold and all absences need to be recorded on the progress review and assessment reports each term. This then ensures that any potential extensions are planned for.

You cannot submit an ECTs report on ECT manager if they are absent from school. You will need to wait for them to return to school and share the document with them before submitting. If you are in this position, please inform the AB that the ECT is absent, and their report may be late.



Interim assessments

If an ECT leaves before they have their Term 3 or Term 6 assessment they will need an Interim assessment written for them. If you have an ECT that you know is leaving at the end of a term or mid-term, please contact the AB administrator Rachel Dean and she will ensure an Interim assessment is generated. If the AB are not notified this may result in a progress review being written and then Tutors having to write an additional Interim assessment.

April Registrations

If you are aware that you will have any Early career teachers starting after the Easter break you can start the registration process now on ECT manager and the DFE portal. Please be aware that registrations that are more than a couple of weeks after the start term cannot be accepted and the ECT registration will commence at the start of the next term.

SPRING END: 28/03/24	Term Six Final Assessment Due: 07/03/24	Term Three Formal Assessment Due: 14/03/24	Y1: Term 1 & 2 Y2: Term 4 & 5 Due: 21/03/24
EMTSH Appeal panel 19th March 24	Reports released on ECT manager and can be submitted from: 29/02/24	Reports released on ECT manager and can be submitted from: 29/02/24	Reports released on ECT manager and can be submitted from: 14/03/24

Key Dates - As this half term is relatively short compared to others, please ensure that all formal assessments and progress reviews are written, shared with the ECT at their termly progress meeting and signed off by everyone to meet the deadlines dates below. This then allows us to read and review all of the assessments and submit our return to the TRA on time.

Contact details:

AB Director - (Jo Conway) jconway@eastmanchesterteachinghub.com

AB Administrator - (Rachel Dean) rdean@eastmanchesterteachinghub.com

Contact Number - 0161 785 5083

Visit our website for info: <https://www.eastmanchesterteachinghub.com/>



Induction Tutor Training

We are holding a further training session for Induction Leads and Tutors who have not attended face to face training in the last year. Attendance at this training is a requirement as part of your school's registration and in line with the signed AB agreement. By attending training, we can all ensure that you are meeting all of the requirements of statutory induction and are aware of best practise processes and procedures.

Wednesday 20th March, 1:30 - 4:00 pm held at St John's Centre, Dukinfield.

Please follow the link below to secure your place.

<https://tinyurl.com/mawf4wsu>

Progress Reviews

When writing progress reviews Tutors do not need to write an evaluative statement referring to all of the Teacher Standards, this only applies when writing a formal assessment at the end of Term 3 and 6. At the Tutor training we have mentioned that Induction Leads and Tutors may wish to focus on the Teacher standards that are being covered by the ECT that term as part of their ECF modules.

Term of Induction	Teacher Standards covered in the ECF modules
Term 1	Module 1 = standards 1 & 7 Module 2 = standards 2 & 3
Term 2	Module 3 = standards 4 & 5

Advice for ECTs making unsatisfactory progress

Where the induction tutor determines during the **progress review** that the ECT is not making satisfactory progress against the Teachers' Standards, they should state this clearly within the progress review record and clearly outline the support plan they have put in place to assist the ECT in getting back on track.

They should contact the Appropriate Body named Quality Assurer immediately for advice and share all draft support plans with the nominated QA lead. Once the QA lead agrees the plan it should be shared with the ECT and uploaded to the ECT's page on ECT manager within 5 days.

There is now an updated support plan template in the resources section of ECT Manager.

The Induction Tutor is expected to share the support plan for the Appropriate body to review prior to finalising it.

When necessary, the named QA will ask the Induction Tutor/school to amend the support plan.

The school should notify the AB when any cause for concern arises and keep them informed of any unsatisfactory progress. The school should not wait until a Progress Review is completed to do this.

If you are at all unsure, please contact your schools named Quality assurer immediately

Reductions

During this term we will be making available further documents for schools who have an ECT that may be entitled to a reduction in Induction due to extensive previous teaching experience.

The AB has the discretion on rare occasions to reduce Induction. Reductions will only be considered where an ECT has extensive prior experience of teaching whole-classes to the Teachers' Standards.

Reduction for Early Career Teachers who are doing well is not appropriate, they should continue to receive the same entitlements and curriculum support (ECG) as all other Early Career Teachers.

FAO: Colleges & Sixth Forms with ECTs teaching 16-19-year-olds

Reminder for schools and colleges working with ECTs teaching 16-19-year-olds. As part of ECTs statutory Induction they are required to spend 10 days in a school setting.

Induction in further education institutions (including sixth-form colleges and 16-19 academies)

2.3 An FE institution, sixth-form college, or 16-19 academy wishing to offer an ECT a post in which to serve a statutory induction period is expected to:

- enable the ECT to develop a sound knowledge and understanding of day-to-day practices and the role of a teacher in a school; ECTs should spend the equivalent of at least ten days **teaching children of compulsory school** age in a school during their induction; and
- **make every effort** to provide the ECT with up to a further 15 days' experience in a school setting

During the placement ECTs are expected to teach for some of the time and not just observe others. For this reason it is best to arrange a block of at least 5 days. Some sixth form colleges arrange all of this in year 1 others split it across the two years.

Many ECTs arrange to go back to their ITT placement school. If that can't be arranged, then the Tutor often arranges with schools that are local to the college or schools they may have a partnership with.

Some sixth forms arrange for their ECTs to do it at the end of their first year where there is limited disruption as exams have finished, so if anything falls through they can arrange it for the second year.

To ensure they are teaching, its useful to email the schools point of contact thanking them and explaining what the ECT is expected to do and that they need to teach as close to a full time table as possible. However, we do acknowledge this is not always possible but as close to full is appreciated. It's also useful for the school to do one formal lesson observation which you can use as one of their observations. Its also useful to make it clear to the ECT they are expected to be in their placement for the full teaching day.

For the additional 15 days- **The key thing is 'make every effort'**. It might be possible and will depend on your contacts and partnerships.