

East Manchester Teaching School Hub

Request for Reduction of Statutory Induction Period: Part Time Teachers

We firmly believe that the induction process is a vital and positive feature of the new framework established to support and empower teachers to develop, grow and refine their teaching practice and pedagogy. Every Early Career Teacher (ECT) has the right to additional time, support, and training and mentoring via the ECF for two full years (or equivalent) - we encourage all ECTs to take this opportunity. The process is there to support recruitment and retention, allowing ECTs time to embed and reflect on their practice. Seldom will Teachers encounter such improvement opportunities in their careers and it's important to note that the Induction process does not hinder pay or career advancement.

Before applying for a reduction, the Appropriate Body kindly ask that the reasons are reflected upon as to why the ECT might not feel the need to make use of the full two-year support period and how this might affect their continued professional development and mentor support.

Decisions regarding the length of induction are based on the DfE's [Statutory Induction Guidance](#).

[Length of the induction period for an ECT who works part time 2.36-2.38](#)

*2.36 ECTs serving induction on a part-time basis at any point **will need to serve the fulltime equivalent (FTE) of two full school years** (based on a school year of three terms). Therefore, an ECT working part-time as a 0.5 FTE will need to serve induction for four school years.*

*2.37 It is for the school and appropriate body to **decide in each individual case** the length of the induction period required which is fair and takes full account of the ECT's working pattern.*

*2.38 In cases where part-time ECTs have completed a period covering but not equivalent to two full school years and can **demonstrate that they meet the Teachers' Standards** they may, taking into account para 2.37 above, be able to have their induction period reduced (see para 3.5 on reductions).*

[Reducing the Induction Period Statutory Guidance Paragraph 3.2-3.5](#)

The statutory guidance provides for the induction period to be reduced where **special circumstances apply**. The **minimum period** induction can be reduced to is **one term**, but the exact length of reduction is agreed between the school and the Appropriate Body, so could be 2,3 or 4 terms etc.

Any reduction to the induction period **must be agreed** with the Appropriate Body (AB) **in advance** so that relevant and appropriate QA checks can be undertaken. The AB will not normally agree to any retrospective reduction of the induction period.

The school should submit reduction requests to the AB using the **attached pro-forma**.

Requests for reduction may be submitted in the case of **part-time ECTs**, who have successfully demonstrated they have met the Teachers' Standards to the required level at the end of two years (para 3.5)

*3.5 Separately, ECTs serving induction on a part-time basis may, **on completion of a period covering but not equivalent to two full years**, be able to have their induction period reduced. It is for the appropriate body to consider whether to grant a reduction and bring forward the final assessment point. When considering whether to reduce a part-time ECT's induction, the appropriate body is expected to consult the headteacher/principal and must gain the agreement of the teacher concerned. A reduction should **only be made on the basis that the ECT has met the Teachers' Standards.***

Any request must be endorsed by the ECT. If an ECT wishes to serve the full induction period they must be allowed to do so (para 3.3)

In making a decision about whether special circumstances apply, and allowing a reduction of the induction period, the AB will take account of **advice and evidence** from the employing school. This may include:

- Supporting statement from employing school based on observation(s) and any other evidence of ECT's competence in relation to the Teachers' Standards
- Evidence of the ECT meeting all standards from the school
- Statement of agreement from ECT

For those Teachers who took the assessment only route the evidence needs to come from before they started the Assessment only route and the documentation used to support this route cannot be considered.

Where the AB applies discretion to reduce the induction period, the school must provide the **full range of ECT entitlements** for the duration of the induction period including:

- Reduced teaching timetable by 10% in first year of induction and 5% in second year
- Allocated Mentor and regular timetabled mentor meeting
- Access to an Early Career Framework (ECF) training programme and any other internal CPD that the ECT requires
- The ECT is observed at regular intervals
- The ECT has opportunity to observe other teachers
- Termly meetings to review and share progress report/assessments

If at the end of the reduced induction period the school's recommendation is that the ECT has not successfully met the Standards, the AB will then follow the induction process in the normal way (see paras 2.66 – 2.68).

Request for a Reduced Induction Period – Part Time ECTs

*Editable document available on ECT Manager (Navigate to *content - resources*)

ECT Name:	Headteacher:	Date:
School:		
Start date of Induction Period:		
Part-time ratio (e.g 0.5 etc):		
Proposed end date of Induction Period:		
<p>I would like to request a reduced induction period for the above named ECT and confirm that evidence shows that he/she is capable of meeting the Teachers' Standards at the required level by the end of reduced induction period.</p> <p>Signed (Headteacher)</p>		
<p>Headteacher statement to support request for a reduced induction period. This should include references to evidence of how the part time ECT is meeting all of the Teachers' Standards to the same level as a full time ECT.</p>		
<p>Has the ECT kept up with the ECF at the same rate as full time ECTs? If not, what proportion of the ECF have they covered? NB completion of the whole ECF programme is not a requirement to complete induction.</p>		

<p>I confirm that I am in agreement with this request for a reduced induction period. I understand that my ECT entitlements will cease at the end of the reduced induction period. (See page 2 of this document for a list of these entitlements).</p> <p>Signed (ECT)</p>
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If the school/ECT wished to submit additional documents supporting this request, please list them here, and send them electronically with this form. This may include lesson observations, notes from meetings with the induction tutor or other evidence of the ECT meeting the Teachers' Standards.

EMTSH Confirmation/Rejection of Reduction Request

The request for a reduced induction period has been agreed by the Appropriate Body.	Yes	No
Reasons for rejection (if applicable):		
Signed:	Date:	
Jo Conway Director of East Manchester Appropriate Body		
Signed:	Date:	
Katie Dallender Strategic Director of Teacher Training and Development at East Manchester Teaching Hub		