

Appropriate Body Agreement 2025–26

This agreement is between the named school or college and East Manchester Teaching School Hub (EMTSH)

Full details of the statutory requirements for Schools and Appropriate Bodies can be found in the document below, which refer to the following legislation: Sections 135A, 135B and 141C(1)(b), of the Education Act 2002; and the Education (Induction Arrangements for School Teachers) (England) Regulations 2012 as amended.

- [Induction for early career teachers \(England\) statutory guidance 2025](#)

The East Manchester Teaching School Hub Appropriate Body (AB) will:

Statutory Guidance and Registration

- Meet the requirements of Appropriate Bodies set out in the Appropriate Bodies Guidance.
- Support schools to ensure they are compliant in meeting the statutory induction entitlements for all Early Career Teachers.
- Provide guidance for schools in registering ECTs accurately on the DfE Online Service Portal and ECT Manager.

Continued Professional Development

- Provide mandatory training for Induction Tutors via an induction conference every academic year.
- Provide termly updates that keep Induction Tutors abreast of key information and disseminates messages from the Teaching Regulation Agency and DfE.

Reviews and Assessment

- Provide an electronic portal – ECT Manager – for submission of progress reviews and assessment reports.
- Provide on-going support and guidance to Induction Tutors and ECTs in relation to the completion of statutory induction.
- Liaise with other Appropriate Bodies in the event on an ECT transferring schools.
- Be responsible for extensions and reductions to the induction period and liaise with the Teaching Regulation Agency (TRA).
- Complete the final sign-off for successful induction with the Teaching Regulation Agency (TRA).

Quality Assurance

- Provide a named Quality Assurer contact for each school.
- Recruit Quality Assurers that are highly experienced Senior Leaders to monitor and quality assure the ECT induction process.
- Visit schools or colleges regularly to undertake statutory Quality Assurance monitoring visits.
- Provide notice of and the documentation required to carry out a Quality Assurance monitoring visit effectively.
- Quality assure progress reviews, interim reports, assessment reports and the school induction experience through a mixture of ECT Manager monitoring and Quality Assurance visits.
- Notify and provide additional support to a school if they have elements of non-compliance.

For schools who are completing the EMTSH ECTE Full Induction Programme with UCL:

- Collaborate with the EMTSH Early career teaching programme Delivery Lead to provide an induction conference for ECTs and mentors completing the Full Induction Programme (FIP) with EMTSH every academic year.
- Liaise with the Early career teaching programme Teaching Programme Delivery Lead to monitor engagement with the Early career teaching programme and attendance at half-termly facilitated training sessions.

For schools who are completing the ECTE Programme with another lead provider or independently:

- Note that the school or college are working with the AB only and keep a record of the lead provider ECTs are working with for the ECF programme.
- Where schools are providing the school led programme for ECTs, the AB will carry out fidelity checks to ensure the programmes are compliant with statutory guidance (2025).

The named school or college will:

Guidance

- Familiarise themselves with the [Induction for early career teachers \(England\)](#) regarding the Induction for Early Career Teachers (England) 2025 and meet all the requirements set out in the document.
- Ensure the ECT is employed in a suitable post for induction (see Section 2.17).
- Ensure all participants are registered with **EMTSH AB via ECT Manager and the DfE Online Service Portal accurately** and in line with deadlines provided. Please click on

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Egerton Street, Oldham, OL1 3SQ

Tel: 0161 785 5083
Email: info@eastmanchesterteachinghub.com

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the link [here Register your ECT - East Manchester Teaching School Hub](#) for guidance about how to do this.

- Ensure that all ECTs are aware of and receive all of their statutory entitlements included within the guidance whether they be in a maintained school, PRU, Post 16 provision, academy or independent school.
- 16-19 schools/colleges-ensure all ECTs receive the additional entitlements as set out in section 2.3 of the statutory guidance.

Registration

- **Notify the AB**, where possible, that an ECT has been appointed **in advance of the ECT taking up their post**. This is to allow time for the AB to do the relevant background checks to ensure that the ECT has been awarded Qualified Teacher Status (QTS) prior to the start of induction. Failure to register ECTs may result in a delayed start for the ECT, access to ECT manager, and the ECTP.

NB. ECTs can **only be registered** to commence induction with the Appropriate Body at the **start of each term**. Should an ECT be appointed to take up post during a term, they should be registered for induction from the start of the next term (for example, if the ECT starts their teaching role two weeks after February half term, they should be registered to begin induction at the start of the summer term).

Induction Tutors

- Have a named Induction Tutor who is **NOT** the mentor for an ECT unless there are special circumstances in your school, which are **communicated and discussed with the AB beforehand**.
- Ensure that the Induction Tutor is a senior member of staff who is able to oversee the work of the mentors and along with the Headteacher make **final judgements** for ECTs against the Teachers' Standards.
- Ensure the Induction Lead and/or Induction Tutors attend face to face training with EMTSH at least every two years.
- Provide the Induction Tutor with time to carry out their role in school effectively to meet the needs of the number of ECTs the school employs and the requirements of statutory induction.
- **Monitor the engagement of ECTs and mentors in the ITTECF programme** through the use of their provider's platform.
- **Ensure all ECTs have the opportunity to observe more experienced practitioners.**
- Ensure the teaching of each ECT is **formally observed** regularly. EMTSH recommends that this should be a minimum of **once per half term in year one and once per term in year two of induction**.
- Formal observations should be carried out by the Induction Tutor or other suitably qualified senior staff but **NOT** the mentor.
- Ensure ECTs receive written feedback against the Teachers' standards after all observations.

- Ensure the Induction Tutor meets (at least) termly with each ECT **to share termly reports** and that summary notes of these meetings are kept, signed, and shared.
- Ensure that deadlines for progress reviews and formal assessments are met for each ECT. If there is an issue with meeting any deadline, this must **be communicated with the AB and the Quality Assurance lead** for the school so an appropriate extension can be agreed, where necessary.
- Ensure all ECTs who are not making **satisfactory progress have a support plan** that is shared with the AB prior to sharing with the ECT.
- Ensure that all required documentation, such as support plans, are uploaded onto ECT Manager.
- Retain induction records for **at least** the minimum statutory period (currently six years).
- **With the Headteacher, attend a panel to consider the evidence that supports the decision-making process when the final assessment form indicates that an ECT has not met the Teachers' Standards.**
- **Be able to provide comprehensive records and evidence to the panel to demonstrate that school has done all it can to support an ECT through Induction.**

Mentors

- Ensure each ECT has a named mentor who has Qualified Teacher Status. The mentor should **NOT** be the Induction Tutor unless there are special circumstances in your school, which are **communicated and discussed with the AB beforehand**.
- Appoint a mentor with QTS for each ECT to support them with the ECTP as part of statutory induction.
- Provide adequate protected time for the mentor to carry out the role effectively **within teaching time**.
- Facilitate all mentors' attendance at the annual mentor training provided by East Manchester Teaching School Hub to support DfE engagement.

Quality Assurance

- To engage and cooperate with the AB to support statutory Quality Assurance visits.
- To provide the AB with all documentation required to support Quality Assurance visits within the timelines expected.

Communication

- Ensure that the **information provided on ECT Manager is accurate** for all involved, including **Teacher Reference Numbers** and **Date of Birth** where relevant (Headteacher, Induction Tutor, ECTs and school administrators).
- Ensure the AB is **kept up to date** – in a timely manner – with changes to the school's Ofsted grading, personnel, resignations, new starters, extended parental leave

(maternity, paternity or split parental leave), illness related absence, or any other changes in the wellbeing, circumstance or status of ECTs or mentors.

- Ensure that part-time ECTs records are kept up to date with any changes to their contracted/FTE status.
- Provide contact details for the finance department and agree to the finance terms below.

For schools who are completing the EMTSH ECTP with UCL:

- When needed, provide cover for colleagues to attend EMTSH's induction conference for ECTs and mentors at the start of the autumn term and/or at the end of the summer term, and subsequent facilitated training sessions.
- Provide designated ECT time to allow for successful completion of the Early Career Teaching Programme; monitor weekly or fortnightly engagement with the programme materials as scheduled on UCL eXtend; and monitor attendance at half-termly face-to-face facilitated training sessions.

For schools that are completing the ECTP with another lead provider or independently:

- Where working with another lead provider, provide designated ECT time to allow for successful completion of the ECTP; monitor engagement with the programme materials; and monitor attendance at facilitated training sessions where applicable.
- Where schools are providing **the School-based ECTP Programme** independently for ECTs, the AB will carry out three fidelity checks in each 2-year Induction period to ensure full and comprehensive coverage of the ECTP in line with the lead providers and the content within each area of the ECTP.
- The school must provide a detailed curriculum plan detailing how the curriculum has been designed and delivered with fidelity to the ITTECF.
- This means that training and support provided to the ECT has covered the ITTECF evidence statements (Learn that and Learn how to statements) in sufficient breadth and depth.
- EMTSH AB will charge a daily rate of £400 to administer each Fidelity check. The number of days required to complete each check will be communicated to schools.

Finance

The AB service is charged at £70 per term per ECT.

The first two terms of each academic year will be invoiced together: one in arrears and one in advance. After this, the named school or college will be invoiced termly in advance as per the schedule below.

- For full FTE candidates, it is expected the full induction programme will take **SIX** terms to complete. Candidates with a lower FTE may require more terms to complete the

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Email: info@eastmanchesterteachinghub.com

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induction; the charges are unaffected and remain at £70 per term for each term the ECT is registered with EMTSH Appropriate Body.

- A Purchase Order (PO) from the named school or college is required and will be quoted on the aforementioned invoices. Please provide a **single** PO Number to cover all staff from the named school or college for the duration of induction. If there are any amendments to your registrations (additional or removed candidates), please amend the original PO. Please send Purchase Orders to:

FAO: Teacher Training and Development

Address: Cranmer Education Trust
The Blue Coat School
Egerton Street
Oldham
OL1 3SQ

Email: finance-TTD@cranmeredt.org

- The termly fee will be charged in full for any term that the candidate has participated in and been registered as an ECT with EMTSH Appropriate Body i.e., if a term is started and not finished, that term will be charged.
- You will receive invoices from Teacher Training and Development. The invoice will reference the 'Appropriate Body Fees.'

There are two invoice windows per academic year: December and April as illustrated in the billing schedule below.

| | Term One | Term Two | Term Three |
|-------------------------------|----------------------------|----------------------------|-----------------------|
| September to December Starter | Invoiced January (Arrears) | Invoiced January (Advance) | Invoice May (Advance) |
| January to April Starter | N/A | Invoice May (Arrears) | Invoice May (Advance) |
| April to July Starter | N/A | N/A | Invoice May (Advance) |

NB. If for any reason an ECT's start date does not correlate with the above schedule, we reserve the right to send ad-hoc invoices as necessary.

Where a school requires support significantly beyond this agreement, this will be charged at the Quality Assurers day rate.

Termination of Agreement

This is a two-way agreement between the AB and the school or college. Should the AB, or school or college, not fulfil its responsibilities regarding ICT Induction as described above either party may choose to terminate the agreement.

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The school or college may terminate the provision of this service by giving three month's written notice to the AB.

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For each ECT registered this agreement will terminate if:

- the ECT resigns from their post before the end of the induction period.
- the ECT's contract with the employing school or college ends.
- the ECT completes their induction period.

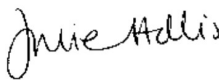
Complaints

Should a school or college wish to make a complaint about the profession of the service they should contact Jo Conway (Director of EMTSH Appropriate Body) or Katie Dallender (Strategic Director of Teacher Training and Development) in writing. Complaints that cannot be resolve satisfactorily will be escalated and considered by the Cranmer Education Trust.

Complaints should be addressed to:

Julie Hollis – CEO c/o Mireille Mawdsley
Company Secretary and Trust Executive Assistant
Cranmer Education Trust,
c/o The Blue Coat School,
Egerton Street, Oldham,
OL1 3SQ
mmawdsley@cranmeredt.org

Authorising Signatures

| Named School or College | The East Manchester Teaching School Hub |
|----------------------------|--|
| |  |
| Print Name and Role | Print Name and Role Julie Hollis, CEO Cranmer Education Trust |
| Date | Date 25/09/2025 |