

## Appropriate Body Agreement 2024-2025

This agreement is between the named school or college  
and East Manchester Teaching School Hub.

Full details of the statutory requirements for Appropriate Bodies can be found in the two documents 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 Teacher) (England) Regulations 2012 as amended.

- [Statutory Guidance for Schools](#)
- [Induction for early career teachers \(England\) statutory guidance 2024](#)

The East Manchester Teaching School Hub Appropriate Body 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 newsletters that keep Induction Tutors abreast of key information and disseminates messages from the Teaching Regulation Agency.

Reviews and Assessment

- Provide an electronic portal – ECT Manager – for submission of progress reviews and assessment reports.
- Provide on-going support and guidance for Induction Tutors and ECTs in relation to the completion of statutory induction.
- Liaise with other Appropriate Bodies in the event of 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 a school if they have elements of non-compliance.

For schools who are completing the East Manchester Teaching School Hub ECF Full Induction Programme with UCL:

- Collaborate with the East Manchester Teaching School Hub Early Career Framework 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 Framework Delivery Lead to monitor engagement with the Early Career Framework and attendance at half-termly facilitated training sessions

For schools who are completing the ECF Full Induction Programme with another lead provider or independently:

- Note that the school or college are working with the Appropriate Body only and keep a record of the lead provider ECTs are working with for the ECF programme.
- Where schools are providing the core induction or school-based programme for ECTs, the Appropriate Body will carry out fidelity checks to ensure the programmes are compliant with statutory guidance (2024).

#### The named school or college will:

##### Guidance

- Familiarise themselves with the statutory guidance 2024 regarding the Induction for Early Career Teachers (England) 2024 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 East Manchester Appropriate Body via ECT Manager and the DfE Online Service Portal accurately and in line with deadlines provided. Please click on the link [here](#) 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 sec 2.3 of the statutory guidance.

##### Registration

- Notify the Appropriate Body, where possible, that an ECT has been appointed in advance of the ECT taking up their post. This is to allow time for the Appropriate Body 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 access to ECT manager, and the ECF programme.

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 Appropriate Body 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 East Manchester Teaching School Hub at least every two years.
- Provide the Induction Tutor with time to carry out their role in school effectively to meet the requirements of statutory induction.
- Monitor the engagement of ECTs and mentors in the ECF 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. East Manchester Teaching School Hub 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 staff but NOT the mentor.
- 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 Appropriate Body 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 Appropriate Body.
- Ensure that 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 Appropriate Body beforehand.
- Appoint a mentor with QTS for each ECT to support them with the ECF programme 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

## Quality Assurance

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

## 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 Appropriate Body is kept up to date – in a timely manner – with changes in your 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 hours/FTE status.
- Provide contact details for the finance department and agree to the finance terms below.

For schools who are completing the East Manchester Teaching School Hub ECF Full Induction Programme with UCL:

- When needed, provide cover for colleagues to attend East Manchester Teaching School Hub’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 half-termly face-to-face facilitated training sessions.
- Provide designated ECT time to allow for successful completion of the Early Career Framework; monitor weekly or fortnightly engagement with the programme materials as scheduled on UCLeXtend; and monitor attendance at half-termly face-to-face facilitated training sessions

For schools who are completing the ECF Full Induction Programme with another lead provider or independently:

- Where working with another lead provider, provide designated ECT time to allow for successful completion of the Early Career Framework; monitor engagement with the programme materials; and monitor attendance at facilitated training sessions where applicable.
- Where schools are providing the Core Induction or School-based Programme independently for ECTs, the Appropriate Body will carry out three fidelity checks in each 2-year Induction period to ensure full and comprehensive coverage of the Early Career Framework in line with the lead providers and the content within each area of the Early Career Framework.
- The school must provide a detailed curriculum plan detailing how the curriculum has been designed and delivered with fidelity to the ECF.
- This means that training and support provided to the ECT has covered the ECF evidence statements (Learn that and Learn how to statements) in sufficient breadth and depth.

## Finance

The Appropriate Body 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 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 Purchase Order 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 Purchase Order.

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](mailto: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 December (Arrears)	Invoiced December (Advance)	Invoiced April (Advance)
January to April Starter	N/A	Invoiced April (Arrears)	Invoiced April (Advance)
April to July Starter	N/A	N/A	Invoiced April (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 Appropriate Body and the school or college. Should the Appropriate Body, or school or college, not fulfil its responsibilities regarding ECT Induction as described above either party may choose to terminate the agreement.

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

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

For each ECT registered this agreement will terminate if:

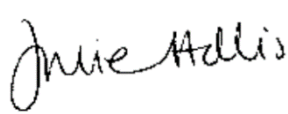
- The ECT resigns from their post before the end of the induction period.
- The ECT's contract with the employing school or college ends.
- The ECT completes their induction period.

## Complaints

Should a school or college wish to make a complaint about the provision of the service they should contact Jo Conway (Director of East Manchester Teaching School Hub Appropriate Body) or Katie Dallender (Director of Partnerships and Strategic Lead for East Manchester Teaching School Hub) in writing. Complaints that cannot be resolved 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](mailto:mmawdsley@cranmeredt.org)

## Authorising Signatures

Named School or College	East Manchester Teaching School Hub
	
Print Name and Role	Print Name and Role Julie Hollis, CEO of the Cranmer Education Trust
Date	Date 24/12/2024