



Early Careers Teacher Policy

February 2023

Contents

1	Aims	2
2	Legislation and statutory guidance	2
3	The induction programme.....	2
3.1	Posts for induction	2
3.2	Support for ECTs	3
3.3	Assessments of ECT performance.....	3
3.4	At-risk procedures.....	4
3.5	Addressing NQT/ECT Concerns	5
4	Roles and responsibilities	5
4.1	Role of the ECT	5
4.2	Role of the headteacher	5
4.3	Role of the induction tutor/mentor	6
4.4	Role of the governing board	6
5	Monitoring arrangements.....	7
6	Links with other policies.....	7

1 Aims

The Aspire Schools Trust aims to:

- Run an Early Careers Teacher (ECT) induction programme that meets all the statutory requirements
- Provide ECT's with a supportive environment that develops them and equips them with the tools to be effective and successful teachers
- Ensure all staff understand their role in the induction programme.

2 Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance Induction for Early Careers Teachers (England) and The Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

The 'relevant standards' referred to below are the Teachers' Standards.

This policy complies with our funding agreement and articles of association.

3 The induction programme

For a full-time ECT, the induction programme will typically last for a two academic years. Part-time ECTs will serve a full-time equivalent.

The programme is quality assured by Nottinghamshire County Council (The East Midlands Education Support)/Redhill Teaching Hub, our 'appropriate body'.

3.1 Posts for induction

Each ECT will:

- Be provided with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant standards throughout, and by the end of, the induction period
- Have an appointed induction tutor, who will have qualified teacher status (QTS)
- Have a reduced timetable to allow them to undertake activities in their induction programme, with no more than 90% of the timetable of our existing teachers on the main pay range for the first year and no more than 95% for the second year.
- Regularly teach the same class or classes

- Take part in similar planning, teaching and assessment processes to other teachers working in similar posts
- Not be given additional non-teaching responsibilities without appropriate preparation and support
- Not have unreasonable demands made upon them
- Not normally teach outside the age range and/or subjects they have been employed to teach
- Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis.

3.2 Support for ECTs

We support ECTs with:

- Their designated induction tutor/mentor, who will provide day-to-day monitoring and support, and co-ordinate their assessments
- Observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback
- Regular professional reviews with their mentor of their progress, to take place at least once every fortnight, and with the induction tutor at the end of each full term, at which we will review their objectives and revise them in relation to the relevant standards and their current needs and strengths
- Chances to observe experienced teachers, either within the school or at another school with effective practice
- Full access to the Online Portal for CPD development needs.

3.3 Assessments of ECT performance

Formal assessment meetings will take place at the end of each term, carried out by the ECT induction tutor. For full time ECTs, progress reviews will be in terms 1, 2, 4 and 5. Formal assessments will be in Terms 3 and 6.

These meetings will be informed by clear and transparent evidence gathered during the preceding assessment period, and drawn from the ECT's work as a teacher and from their induction programme. Copies of the evidence relied on will be provided to the ECT and the appropriate body.

After these meetings, formal assessment reports will be completed that clearly show how the ECT is performing against the relevant standards.

At the end of the programme, ECT s will take part in a final formal assessment meeting. The outcomes of this meeting will be used by the head teacher to decide whether the ECT's

performance is satisfactory against the relevant standards. The decision will be written up in a final assessment form.

The ECT can add their own comments to this final form.

The form will then be sent to the appropriate body, who will make the final decision on whether the ECT has passed their induction period.

Currently, the ECT is required to complete 2 full year (6s full terms) if the ECT is full time. If the ECT is part time, this period is extended depending on the hours completed

ECT's are monitored by Redhill, of their completion of the Online CPD programme. A minimum of 50% access are the requirements for each block.

3.4 At-risk procedures

If an ECT encounters difficulties in their performance against the Teachers' Standards, the following procedures will be put into place.

- An expectation is established that the support provided will enable any weaknesses to be addressed;
- Recorded diagnosis of the exact nature of the problem and advice given on how to redress the problem;
- Agreed, attainable targets for action with specific and practical steps outlined for securing an improvement in practice;
- Experienced colleagues will model aspects of good practice so that the ECT can focus attention on particular areas of teaching through observation;
- Early warning of the risk of failure will be given and the academy's concerns communicated to Nottinghamshire County Council without delay

Where an ECT has continuing difficulties further support, advice and direction will be given. Areas of concern will be re-defined and clarified and the necessary improvements required clearly set out. Where necessary, the Headteacher/Nottinghamshire Council Adviser will support the ECT Mentor and ECT in observations and in planning an appropriate programme to ensure satisfactory completion of the ECT year and that all steps have been taken to improve the situation. The ECT must be made aware of any concerns, at all stages, throughout the induction process

3.5 Addressing NQT/ECT Concerns

If an ECT has any concerns about the induction, mentoring and support programme, these should be raised within the academy in the first instance. Where the school does not resolve them the ECT should raise concerns with a named Nottinghamshire County contact.

4 Roles and responsibilities

4.1 Role of the ECT

The ECT will:

- Provide evidence that they have QTS and are eligible to start induction
- Meet with their induction tutor at the start of the programme to discuss and agree priorities, and keep these under review
- Agree with their induction tutor how best to use their reduced timetable allowance
- Provide evidence of their progress against the relevant standards
- Participate fully in the monitoring and development programme
- Participate in scheduled classroom observations, progress reviews and formal assessment meetings
- Agree with their induction tutor the start and end dates of the induction period, and the dates of any absences from work during the period
- Keep copies of all assessment forms
- When the ECT has any concerns, they will:
 - Raise these with their induction tutor as soon as they can
 - Consult with their contact at the appropriate body at an early stage if there are difficulties in resolving issues with their tutor or within the school.

4.2 Role of the headteacher

The headteacher will:

- Check that the ECT has been awarded QTS and whether they need to serve an induction period
- Agree, in advance of the ECT starting, who will act as the appropriate body
- Notify the appropriate body when an ECT is taking up a post and undertaking induction
- Make sure the ECT's post is suitable according to statutory guidance (see section 3.1 above)
- Ensure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively

- Ensure the ECT's progress is reviewed regularly, including through observations and feedback of their teaching
- Ensure that formal assessments are carried out and reports completed and sent to the appropriate body
- Maintain and keep accurate records of employment that will count towards the induction period
- Make the governing board aware of the support arrangements in place for the ECT
- Make a recommendation to the appropriate body on whether the ECT's performance against the relevant standards is satisfactory
- Participate in the appropriate body's quality assurance procedures of the induction programmes
- Keep all relevant documentation, evidence and forms on file for 6 years.

4.3 Role of the induction tutor/mentor

The induction tutor will:

- Provide guidance and effective support to the ECT, including coaching and mentoring
- Carry out regular progress reviews throughout the induction period
- Undertake formal assessment meetings during the induction period, coordinating input from other colleagues as appropriate
- Inform the ECT during the assessment meeting of the judgements to be recorded on their formal assessment record and invite the ECT to add their own comments
- Ensure that the ECT's teaching is observed and feedback is provided
- Ensure the ECT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the school
- Take prompt, appropriate action if the ECT appears to be having difficulties.

4.4 Role of the governing board

The governing board will:

- Ensure the school complies with statutory guidance
- Be satisfied that the school has the capacity to support the ECT
- Ensure the head teacher is fulfilling their responsibility to meet the requirements of a suitable induction post
- Investigate concerns raised by the ECT as part of the school's grievance procedure
- If it wishes, seek guidance from the appropriate body on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process
- If it wishes, request general reports on the progress of the ECT.

5 Monitoring arrangements

This policy will be reviewed on an annual basis (or earlier, where required) by Katie Davison, ECT Coordinator and Sarah Davies, Assistant Headteacher. At every review, it will be approved by the Trust Board.

6 Links with other policies

This policy links to the following policies and procedures:

- Performance Management Policy
- Grievance Policy
- Pay Policy.