



# GREENWOOD ACADEMIES TRUST

## Early Career Teachers (ECTs) Policy

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## 1. Aims

At Greenwood Academies Trust, we believe that our people are our greatest asset and that we will deliver the best education possible to our pupils by ensuring we have the best possible teachers. For those teachers in the early part of their career, the support we offer to them is especially important.

We will

- run an ECT induction programme that meets all of the statutory requirements underpinned by the early career framework (ECF)
- provide ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers
- make sure all staff understand their role in the ECT induction programme.

## 2. Newly qualified teacher (NQT) induction transitional arrangements

This policy applies to ECTs who started their induction on or after 1 September 2021 and to any Newly Qualified Teachers (NQTs) who have not completed their induction by 1 September 2023. After 1 September 2023, when the transition period ends, all ECTs (with the exception of those in the pre-September 2021 cohort who have already concluded their three-term induction, but have been assigned an extension of one or two terms) will be required to complete a two-year induction period. These ECTs should not restart induction, but rather complete the remaining period of a two-year induction. It is expected that they will be able to access ECF support and entitlements for the remainder of their induction.

## 3. Legislation and statutory guidance

This policy is based on

- the Department for Education's (DfE's) statutory guidance [Induction for early career teachers \(England\)](#) updated 1 September 2023 .
- the [Early career framework reforms](#)
- [the Education \(Induction Arrangements for School Teachers\) \(England\) Regulations 2012](#)

The 'relevant standards' referred to below are the [Teachers' Standards](#).

## 4. The ECT induction programme

The induction programme will be underpinned by the ECF, enabling ECTs to understand and apply the knowledge and skills set out in the ECF.

Prior to the ECT serving their induction, the Principal must agree that the post is suitable.

For a full-time ECT, the induction period will typically last for 2 academic years. Part-time ECTs will serve a full-time equivalent.

The programme is quality assured by Northamptonshire Teaching School Hub (NTSH), our 'appropriate body'.

#### *4.1 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 an appointed induction mentor.
- have a reduced timetable to allow them to undertake activities in their induction programme; in their first year, this will be no more than 90% of the timetable of our existing teachers on the main pay range, and in their second year, this will be no more than 95% of the timetable of our existing teachers on the main pay range
- 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.

#### *4.2 Support for ECTs*

We support ECTs with

- their designated induction tutor, who will provide day-to-day monitoring and support, and co-ordinate their assessments
- their designated induction mentor, who will provide regular structured mentoring sessions and targeted feedback
- observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback
- regular professional reviews of their progress, to take place termly (except in terms where formal assessment is held), at which their induction tutor will review 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.

ECT and mentor sessions are expected to be timetabled during teaching hours. In exceptional circumstances however where schools require flexibility due to timetabling constraints, mentoring may take place outside of teaching hours but should always be scheduled within contracted time.

#### *4.3 Assessments of ECT performance*

Formal assessment meetings will take place in the final term of the ECT's first year (term 3) and the final term of their second year (term 6), and will be carried out by the ECT's induction tutor.

These meetings will be informed by clear and transparent evidence gathered from progress reviews 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 each formal assessment meeting, a formal assessment report will be completed that clearly shows how the ECT is performing against the relevant standards. The Principal will also recommend to the appropriate body in the final assessment report at the end of the programme as to whether the ECT's performance is satisfactory against the relevant standards.

The ECT will add their own comments, and the formal assessment report will be signed by the Principal, induction tutor and the ECT.

A copy of the formal assessment report will then be sent to the appropriate body. The final assessment report will be sent within 10 working days of the meeting, for the appropriate body to make the final decision on whether the ECT has passed their induction period.

In the event that the ECT leaves this post after completing one term or more but before the next formal assessment would take place, the induction tutor or Principal must complete an interim assessment to ensure that the ECT's progress and performance since the last assessment is captured. In exceptional circumstances where an interim assessment cannot be completed before the ECT leaves post (for example in situations where an absent ECT subsequently leaves their post without returning) the induction tutor or Principal is still expected to complete an interim assessment report and provide a copy to the ECT and appropriate body.

#### *4.4 At-risk procedures*

If it becomes clear during a termly progress review or at the first formal assessment point that the ECT is not making sufficient progress, additional monitoring and support measures will be put in place immediately, meaning

- areas in which improvement is needed are identified
- appropriate objectives are set to guide the ECT towards satisfactory performance against the relevant standards
- an effective support programme is put in place to help the ECT improve their performance.

The progress review record or formal assessment report will be shared with the appropriate body, alongside the support plan, for it to review.

If there are concerns about the ECT's progress during their subsequent progress reviews or formal assessment, as long as it is not the final formal assessment, the induction tutor or headteacher will discuss this with the ECT, updating objectives as necessary and revising the support plan for the next assessment period. If this approach is not effective, we may choose to follow the GAT Capability Procedures.

#### *4.5 Early career teachers may only serve one induction period*

An ECT has only one chance to complete statutory induction. An ECT who has completed induction and is judged to have failed to meet the Teachers' Standards at the end of their induction period, is not permitted to repeat induction (although they may appeal against the decision). While such an ECT does not lose their QTS, they cannot be employed lawfully as a teacher in a relevant school, including any post where they would carry out specified work. Their name is included on the list of persons, held by the Teaching Regulation Agency, who have failed to satisfactorily complete an induction period.

## **5. Roles and responsibilities**

### *5.1 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 and guarantee engagement with their ECF-based induction
- provide evidence of their progress against the relevant standards
- participate fully in the monitoring and development programme
- keep track of and 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 reports. 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 induction tutor or within the school.

### *5.2 Role of the Principal*

The Principal will:

- check that the ECT has been awarded QTS and whether they need to serve an induction period
- make sure the ECT's post is suitable according to statutory guidance (see section 4.1 above)
- make sure the induction mentor is appropriately trained and has sufficient time to carry out their role effectively
- make sure an appropriate ECF-based induction programme is in place
- make sure the ECT's progress is reviewed regularly, including through observations and feedback of their teaching
- make sure that progress reviews and 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 sure that all monitoring and record keeping is done in the least burdensome and most streamlined way
- 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

### *5.3 Role of the induction tutor*

The induction tutor will

- provide or co-ordinate guidance and effective support to the ECT (with the appropriate body where necessary)
- carry out regular progress reviews throughout the induction period
- undertake two formal assessment meetings during the induction period, coordinating input from other colleagues as appropriate
- carry out progress reviews in terms where a formal assessment doesn't occur
- inform the ECT following progress reviews of their progress against the relevant standards, and share records with the ECT, Principal and appropriate body
- inform the ECT during the formal assessment meeting of the judgements to be recorded on their formal assessment record and invite the ECT to add their own comments
- make sure that the ECT's teaching is observed and feedback is provided
- make sure that the role of mentor is being effectively fulfilled

- make sure 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
- make sure that all monitoring and record keeping is done in the most streamlined and least burdensome way, and that requests for evidence from ECTs do not require new documentation but draw on existing working documents.

#### *5.4 Role of the induction mentor*

The induction mentor will

- regularly meet with the ECT for structured mentor sessions to provide targeted feedback
- work with the ECT, and colleagues within the school who are involved in the ECT's induction, to help make sure the ECT receives a high-quality ECF-based programme
- provide, or arrange, effective support – including subject-specific, phase-specific, coaching and/or mentoring
- act promptly and appropriately if the ECT appears to be having difficulties.

### **6. Monitoring arrangements**

The Board of Trustees of Greenwood Academies Trust is responsible for ensuring that this policy is followed. It will review the policy and its effectiveness periodically and at least annually.