

# Highfield CE Primary School

## Early Careers Teacher Policy 2024



**Approved by:** The Governing Body      **Date:** 23.4.24

**Last reviewed on:** 23.4.24

**Next review due by:** March 2025

**Our Aims**

Our school recognises that the early years of teaching are not only very demanding but also of critical significance in the professional development of new teachers. It is vital new teachers get a good start to their teaching careers through appropriate transitional support. Our school’s induction programme is aimed at ensuring a smooth transition from training into the teaching profession through appropriate guidance, support and challenge. Our ECT Induction programme will enable our ECTs to establish a secure foundation upon which a successful teaching career can be built.

***This policy must be read in conjunction with the statutory guidance on Induction for Early Careers teachers.***

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## **Our Induction Programme**

Our school's ECT induction programme has been designed to meet statutory requirements and make a significant contribution to both the professional and personal development of ECTs, providing support which should enable them to develop competence in the Teachers' Standards and make a valuable contribution to our school. We draw upon the core programme of the Ambition Institute as well as collaboration with the Aspire Trust in ensuring that our ECT's are well supported from the outset. Specifically, we will:

- Register with an Appropriate Body in a timely manner and will work with them to provide high quality support to our ECTs.
- provide support to meet the generic needs of all ECTs and the specific needs of individual ECTs
- provide individualised support through high quality mentoring and coaching
- provide ECTs with examples of good classroom practice
- help ECTs form productive relationships with all members of the school community and stakeholders
- support ECTs to become reflective practitioners
- provide opportunities to recognise and celebrate success
- act quickly to help ECTs address any areas of concern
- provide a foundation for longer-term professional development
- ensure a smooth transition from teacher training, to help ECTs meet all the Teachers' Standards.

All staff will be kept informed of the school's ECT Induction Policy and encouraged to participate, wherever possible, in its implementation and development. This policy reflects a structured whole school approach to teacher induction and recognises that the quality and commitment of the people who supervise the induction is a crucial factor in its continued success.

## **Roles and Responsibilities**

The school carries out its responsibilities in line with of the [Statutory Guidance](#). See Appendix 1 for an overview of roles and responsibilities.

## **Support**

Our induction programme ensures that new teachers are provided with the support and monitoring to help them fulfil their professional duties and meet the requirements for satisfactory completion of Induction. It builds on their knowledge, skills and achievements in relation to the Teachers' Standards as achieved during training.

The ECT Handbook will be provided to the ECT at the start of induction. Headteachers and Tutors will have read their version of the ECT Handbook (both available on ECT Manager).

The key aspects of the Induction programme for ECTs at our school are as follows.

- Access to a high quality and personalised induction programme.

- At an early stage, time with the ECT's Induction Tutor to discuss developments needed and how they will be assisted in making these.
- Help and guidance from an Induction tutor who holds qualified teacher status, is adequately prepared for the role and will coordinate the induction programme.
- Regular meetings with a mentor and, as needed, meetings with subject co-ordinators, SENCo etc.
- A programme of observations of experienced colleagues' teaching.
- A reduction of 10% of the average teacher's workload (in addition to PPA time). This ECT time is used for participating in the school's Induction programme, other professional development activities and meetings with the mentor.
- Regular observation of ECT's teaching by experienced colleagues (at least once every half term).
- Prompt written as well as oral feedback on teaching observed, with targets and feedback/advice provided.
- Confronting of any areas of practice or behaviour that may prevent the ECT meeting the Teachers' Standards in a timely, honest and professional manner.
- Opportunities for further professional development based on agreed targets and identified needs.
- Detailed success criteria for any areas identified as making an ECT at risk of not meeting the Teachers' Standards.
- In addition to the above, ECTs are encouraged to develop and access professional networks to support them, including those available via their professional association.

### **Assessment & Quality Assurance**

The assessment of ECTs will be rigorous and objective.

- The criteria used for formal assessments will be shared and agreed in advance.
- Both formative assessment (e.g. lesson observation and target setting) and summative assessment (termly Induction reports) will be used.
- Assessment will draw on views from all staff who have a part in the ECTs' development in order to gain a reliable overall view.
- Assessment will draw on evidence from planning, pupils' work and the progress they make, relationships with staff, pupils and parents, as well as formal observations of teaching.
- The Induction Co-ordinator (or Headteacher if there is no Induction Co-ordinator role in school) will ensure that assessment procedures are consistently applied and validated by the headteacher.
- Copies of any records will be passed to the ECT concerned.
- Termly reports will give details of:
  - areas of strength
  - areas requiring development
  - evidence used to inform judgement
  - targets for coming term
  - support to be provided by the school

**At risk procedures** If any ECT encounters difficulties with meeting the Teachers' Standards, the following procedures will be put into place:

- The Tutor will use the 'Unsatisfactory Progress or Concerns' guidance to structure the support available to the ECT, put in place a formal Action Plan and to formally write to the ECT to outline the concerns when appropriate.
- An expectation is established that the support provided will enable any weaknesses to be addressed.
- A record of the exact nature of the problem and advice given on how to address this and the support to be provided.
- Agreed, attainable targets for action within an agreed timescale, 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 to meet one or more of the Teachers' Standards will be given to the ECT. The named Appropriate Body contact will be informed as soon as it becomes clear an ECT is at risk of not meeting one or more of the Teachers' Standards.

**Addressing ECT Concerns** If an ECT has any concerns about the induction, mentoring and support programme, these should be raised within the school (Tutor, Co-ordinator or Headteacher) in the first instance. Where the school does not resolve them the ECT should raise concerns with the named Appropriate Body contact.

ECTs are also encouraged to contact their Professional Association for advice and support where any concerns about progress have been raised, or where they have any concerns about the support provided by the school.

**Hampshire & Isle of Wight Appropriate Body contact details:**

ECT Induction Co-ordinator: Lisa Hollier  
ECT Administrator: Dinah Weberstadt  
Phone: 02380 383530  
Email: [ECT.info@hants.gov.uk](mailto:ECT.info@hants.gov.uk)  
ECT Manager: <https://hants.ECTmanager.com/Login.aspx>

**Governance**

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## Appendix 1: Roles and responsibilities

Statutory roles and responsibilities are set out in the Statutory Guidance. The following provides further context and highlights key points but does not replace the provisions in the Statutory Guidance.

Headteacher	<p>The Headteacher has a significant and leading role in the process of inducting new colleagues to the profession. Although responsibility for the implementation of the Induction programme may have been delegated to the school's Induction Co-ordinator, the Headteacher retains overall responsibility for the monitoring, support and assessment of the ECT during induction, in conjunction with the Appropriate Body.</p> <p>Key functions include:</p> <ul style="list-style-type: none"> <li>• Ensuring the ECT is registered with an Appropriate Body before they begin induction at their school.</li> <li>• Ensuring the ECT receives their entitlement to PPA and ECT CPD time, and that their Tutor is appropriately trained and has sufficient time to carry out their role effectively.</li> <li>• Keeping the Governing Body aware and up to date about induction arrangements and ECT progress.</li> <li>• Observing all ECTs at least once during their induction.</li> <li>• As appropriate, formally meeting with and writing to ECTs causing concern.</li> <li>• Make a recommendation to the Appropriate Body on whether the ECT has met the requirements for satisfactory completion of the induction period.</li> <li>• Participating in the Appropriate Body's quality assurance procedures, including procedures for the review of ECTs not meeting the relevant standards.</li> <li>• Retaining all relevant documentation, evidence and forms on file for 6 years.</li> </ul>
Induction Co-ordinator	<p>Not all schools will have Induction Co-ordinators and so their duties may be undertaken by the Headteacher or individual Tutors.</p> <p>An Induction Co-ordinator is responsible for the implementation of the overall induction programme in school. This includes ensuring that the programme is of a high quality and meets the generic and individual needs of ECTs. This also includes providing support to the Induction Tutors and ensuring the quality and consistency amongst the evaluations carried out by the Tutors.</p> <p>They will need to keep the Appropriate Body apprised as early as possible of the progress of any ECTs who are struggling.</p>
ECT Tutors	<p>The Induction Tutor is a statutory role and each ECT must be appointed a Tutor. They must hold QTS and their role is to help the ECT through induction, providing guidance and support. This may also include coaching and mentoring, unless it has been agreed that the ECT will also have a designated Mentor.</p> <p>Key functions include:</p> <ul style="list-style-type: none"> <li>• Meeting with the ECT regularly to review progress including discussions around strengths, areas requiring development and how the school will support the ECT to do this.</li> <li>• Carrying out formal half-termly review meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Writing end-of-term assessments, co-ordinating input from relevant colleagues.</li> <li>• Observing the ECT and providing feedback, and co-ordinating observations carried out by others as appropriate.</li> <li>• Raising any concerns with the school's Induction Co-ordinator, Headteacher or the Appropriate Body at the earliest opportunity.</li> </ul>
ECTs	The ECT should take a pro-active role in their induction to ensure they make the most of this key time in their career. They should be strongly involved in creating their Professional Development Plan and should raise any queries or concerns with their Tutor in the first instance.
Appropriate Bodies	<p>The Appropriate Body has the main quality assurance role within the induction process. They should ensure that schools are aware of, and are capable of meeting, their responsibilities during induction.</p> <p>Hampshire County Council (HCC) Appropriate Body carries out moderations to support its quality assurance processes. These are supportive visits, aimed at reviewing the quality and consistency of induction in the schools visited, identifying good practice and providing recommendations for improvements.</p> <p>HCC Appropriate Body will provide advice and guidance to both the school and ECT where there are concerns over the ECT's ability to satisfactorily complete induction. This will include advising the ECT in regard to their options.</p> <p>In the case of an ECT who has not met all the Teachers' Standards by the end of their induction period, HCC Appropriate Body will hold a panel to review the ECT's induction and make a decision on whether the ECT has passed or failed induction, or whether an extension period should be granted, should there be sufficient and appropriate grounds to do so.</p> <p>HCC Appropriate Body will make returns to the Teaching Regulation Agency of those ECTs who have started, completed, left school partway through induction or where an extension has been granted.</p> <p>HCC Appropriate Body provide Tutor Training throughout the year and all new Tutors, Headteachers and Induction Co-ordinators are strongly encouraged to attend. Refresher sessions are also run for those who would like an update but who do not need the full training session.</p>
Governing Body	The Governing Body will be ultimately accountable for the progress of ECTs and should ensure the school is compliant with the Statutory Guidance. Before the school employs an ECT, they should be satisfied that the school has the capacity to support the ECT. The Headteacher should keep the Governing Body aware of the progress of all ECTs employed at the school.
Professional Associations	<p>The Professional Teaching Associations play an important role in ECT induction, particularly where there may be concerns raised by an ECT or by their school about the ECT's progress.</p> <p>Hampshire County Council Appropriate Body works closely with the Professional Associations to ensure that ECTs' views and concerns are heard and that all options are explored thoroughly before any final decisions are made on the part of the school or by the ECT.</p>