

Roles and Responsibilities of the Appropriate Body: All schools that offer a statutory induction are required to have an AB for their Early Career Teachers (ECTs). Your chosen ECF route will determine your AB programme below. Each programme is priced to reflect the different level of work that is required.

Full Induction Programme

Cost £50 per progress review, £100 per final review, per ECT.

The full 2 year programme will cost £400 per ECT.

Service:

- Full access to AB services;
- AB registration of ECTs on the TRA system;
- AB registration on ECT Manager online portal;
- Regular checks of monitoring reports and formal assessment points at the end of year 1 and 2 of induction;
- Additional support for ECTs not meeting Teacher/Induction Standards.

Core Induction Programme

Cost £50 per progress review, £100 per final review, per ECT.

The full 2 year programme will cost £400 per ECT **PLUS £400 fidelity checks per school.**

Service:

- Fidelity check before the start of the induction period by the AB which will include ensuring the materials and sessions are in line with the statutory guidance for induction and meet the ECF induction programme standards;
- AB registration of ECTs on the TRA system,
- AB registration on ECT Manager online portal;
- Ensure ECTs are fairly and regularly assessed through collection of monitoring reports and formal assessment points at the end of both years of induction and interim points;
- Quality assure the schools detailed breakdown of the programme for years 1 and 2 showing how the ECF statements are sequenced for the induction period;
- Additional observation(s)/quality assurance of ECF core induction programme throughout the two years;
- Additional support for ECTs not meeting Teacher/Induction Standards.

School led programme

Cost £50 per progress review, £100 per final review, per ECT.

The full 2 year programme will cost £400 per ECT **PLUS £1000 fidelity checks per school.**

Service:

- Fidelity check before the start of the induction period by the AB. Checks will ensure:
- ECTs receive a programme of support and training based on the ECF induction programme
- the induction's design covers the evidence-based statements in the ECF
- ECTs have received planned elements of the induction;
- Quality assurance visits to ensure the materials and sessions are in line with the statutory guidance for induction and meet the ECF standards by an NLE or equivalent;
- The ABs will use desk top reviews, training observations and interviews with ECTs, mentors and professional leads across the two years to ensure that the school-based programme doesn't diverge from the ECF.
- AB registration of ECTs on the TRA system,
- AB registration on ECT Manager online portal;
- Ensure ECTs are fairly and regularly assessed through collection of monitoring reports and formal assessment points at the end of both years of induction and interim points;
- Quality assure the schools detailed breakdown of the programme for years 1 and 2 showing how the ECF statements are sequenced for the induction period;
- Additional observation(s)/quality assurance of ECF core induction programme throughout the two years;
- Additional support for ECTs not meeting Teacher/Induction Standards.

Statutory duties for Induction Tutors

- Provide, or coordinate, guidance for the ECT's professional development (with the appropriate body where necessary)
- carry out regular progress reviews throughout the induction period – termly
- undertake two formal assessment meetings during the total induction period coordinating input from other colleagues as appropriate (normally one at the end of term three and one at the end of term six, or pro rata for part-time staff)
- inform the ECT following progress review meetings of the determination of their progress against the Teachers' Standards and share progress review records with the ECT, headteacher and appropriate body
- inform the ECT during the assessment meeting of the judgements to be recorded in the formal assessment record and invite the ECT to add their comments
- ensure that the ECT's teaching is observed and feedback provided
- ensure ECTs are aware of how, both within and outside the institution, they can raise any concerns about their induction programme or their personal progress
- take prompt, appropriate action if an ECT appears to be having difficulties
- ensure 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.

Further information / costs - Appropriate Body Services are committed to ensuring value for money and not charging more than the cost of supplying this service. Therefore, the pricing structure has been compared nationally by the DfE and the pricing for this service will be revised annually. Existing NQTs will continue on the old NQT programme with only 1 year of induction, including costs for the service.