



# Induction Tutor Training

June 2022

# Agenda

- Changes to ECT registration for September 2022
- Completing formal assessment reports
- ECT Manager housekeeping
- Time for questions and networking

# Changes to ECT registration September 2022

This term, DfE are supporting schools to reduce workload by further simplifying the process for registering your Early Career Teachers.

There will be two points of registration –

DfE portal and ECT Manager

<https://manage-training-for-early-career-teachers.education.gov.uk/>

[ECT Manager](#)

DfE Portal – 10<sup>th</sup> May  
Will you have an ECT?  
Yes/No/Maybe

DfE Portal - June  
Choose your Appropriate  
Body

DfE Portal – before  
September  
Register your ECTs

[ECT Manager](#) – before  
September  
Register your ECTs

# ECT Registrations September 2022

- ECTs must be registered with an Appropriate Body **BEFORE** induction starts. Late registrations will have to wait until the next half term to begin induction (this may not impact joining the ECF programme).
- Changes to ECF programme delivery – any school not using the DfE funded provider must have a fidelity check before induction can commence, halfway through the induction (term 3/4) and at the end (term 6).
- There is a charge to schools for fidelity checks (£400/£1000+)

# ECF Training



DfE funded provider training

- Lead Provider – Ambition Institute
- Delivery Partner – Calderdale & Kirklees Teaching School Hub
- Conference – full day training courses (face-to-face or virtual)
- Clinic – twilight one hour training sessions (virtual)

Deliver DfE accredited materials or Design your own ECF training can choose their Lead Provider.

Fidelity checks will be required (fees apply).

# Completing assessment reports

## Change to ECT Induction monitoring from Sept 2021

- Terms 1, 2, 4 & 5 – Progress Review (brief summary only)
- Terms 3 & 6 – Formal Assessment Report (against Teachers' Standards)

Thank you for completing Progress Reviews appropriately and in a timely manner.

Please note the submission deadline for Formal Assessments and ensure your head teachers/principals factor in time to read and sign them off.

# End of Year Fidelity Checks

- All schools not using the DfE funded provider for ECF training must have an end of year fidelity check completed before submitting their formal assessment reports.
- Your AB will be in touch to arrange these (or you can be proactive and make contact).
- NO fidelity checks required for DfE funded programme (with the Hub)

# Formal Assessments

ECT Manager has adapted the templates shared as part of the DfE Appropriate Body guidance to support you when completing assessments.

If a reduction to the induction period has been agreed, please ensure you complete a final assessment, not a first assessment.

Contact your AB if it needs updating on ECT Manager.





Department  
for Education

## Appendix C - Early Career Teacher: Formal Assessment Template

Below is a form which induction tutors can use to complete formal assessments of Early Career Teachers (ECTs) during or at the end of their statutory induction. Further guidance is available on GOV.UK.

### Form handling advice

- This form is for the member of staff assigned as the induction tutor for an ECT to complete, as well as the ECT and the headteacher
- A summary of the evidence considered in reviewing the ECT's progress and how it supports the assessment is sufficient. There is no need to reproduce all the evidence in detail. The appropriate body may request to see copies of relevant evidence if required.
- A copy of the completed report should be sent to the appropriate body shortly after the assessment, within 10 working days if this is the final assessment

# Key question to be answered

The above named teacher's performance indicates that they are **making satisfactory progress** against the Teachers' Standards within the induction period

OR

The above named teacher's performance indicates that they are **not making satisfactory progress** against the Teachers' Standards for the satisfactory completion of the induction period

# ECTs not on track

Any ECT judged to be not on track must be explicitly made aware well in advance of completing the formal assessment.

**‘There should be nothing unexpected.’**

ECTs not on track will need to have a support plan in place for September 2022 and will be visited by the AB during the autumn term.

It may be important to evaluate the extent to which the ECT is not on track. Are they likely to make rapid progress during year 2 or are they likely heading towards not meeting the standards at the end of year 2?

Consider how the ECF spiral curriculum could support their development.

# Recording absence

The DfE recently confirmed that absence due to Covid for any reason this academic year should **NOT** be recorded.

Please adjust the absence total on ECT Manager to reflect this.

For any ECTs who have 31 or more days of absence, please contact your AB immediately.

These ECTs will need to complete the missed days at the beginning of the autumn term and then submit the formal assessment.

The induction period can be reduced at the end of year 2 to compensate, if appropriate.

# Detailing progress made

Briefly describe how any evidence demonstrates progress made towards meeting the Teachers' Standards. Do not reproduce evidence in full.

You may want to refer to documents uploaded to ECT Manager to save duplication.

A few sentences/paragraphs for each TS may be enough.

Ensure you comment on TS1-8 and the Professional Standard. There is a box for each on ECT Manager.

Please check spelling, grammar etc. as this is a legal document.

# TS1 – example of the level of detail needed

ECT always has high expectations of pupils, from greeting them at the door, reinforcing good behaviour on duties and setting aspirational targets.

Lesson observations show that work is appropriately differentiated to challenge all pupils, making use of data to adjust seating plans and groupings as needed.

ECT models the behaviours they expect and has built excellent relationships with pupils, securely rooted in mutual respect and trust.

# Areas for Development

Briefly describe any areas for development.

Even if this is the ECT's final assessment during induction and they have successfully demonstrated having met the Teachers' Standards, it can still be useful for the ECT's continued development to complete this section.

# ECT Comments – important!

Please encourage each ECT to add a detailed comment. This really does help the AB to quality assure the whole process and monitor ECT's engagement with their induction.

'I agree with these comments' is **not** enough and your assessment may be rejected as a result.

They could comment on what they feel has gone well this year, what they are proud of, what they want to develop further or what they still need support with.

They may be particularly useful for you if they are changing role or circumstances next year and have any apprehensions.



# Digital Signatures

Three required for formal assessments -

ECT

Tutor

Head teacher/Principal

Please ensure time to add signatures and prompt HT if required.

Check submission deadline dates and aim to meet them.

# Any questions?

- We will stay on the meeting at the end to address anything specific to your school.

# ECT Manager Housekeeping

Please look at the list of current tutors on ECT Manager.

- Remove any staff who have left
- Change the status/position of any staff who have changed role (e.g. tutor or coordinator)
- Ensure that your head teacher/principal's details are correct
- Add a school administrator if your school will be using one
- Check start date of new ECTs is the start of term, not the date registered

# Questions and Networking

Thank you and have a wonderful summer

