

Appropriate Body Service – Induction Tutor and Co-Ordinator Guide

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).

Actions to be completed by the Induction Tutor -

- Complete regular observations of the ECT as per your normal school quality assurance processes and complete any observations on your normal school quality assurance form.
- Ensure the ECT receives written feedback (via your school QA document) from any quality assurance activity in a timely manner.
- Ensure the ECT is aware of their progress at all stages of assessment.
- Complete a progress review at the end of term 1,2,4,5.
- Complete a formal assessment at the end of term 3 and 6.
- Keep the headteacher informed of the progress of all ECTs.

Actions to be completed by the Induction Co-Ordinator -

- Check the ECT regularly completes their online learning modules.
- Check the ECT has regular meetings with their mentor to complete instructional coaching.
- Encourage ECTs to observe other experienced teachers.
- Meet with the mentor and ECT at least once a term.
- Support the mentors in your school by observing their practice and giving feedback (coaching on coaching).

If you are the Induction Tutor and the Induction Co-Ordinator please ensure you complete all actions stated above

Full Induction Programme includes

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;
- A point of contact for support outside of the ECTs school setting.

DfE 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 – Calderdale Local Authority, Kirklees Local Authority and the Teaching School Hub have aligned our services to ensure the AB service is consistent in our region. Please note – your school needs to select one of the three AB services mentioned to complete the Induction process for your ECTs. All three AB services use ECT Manager as an online system to support the AB process for schools. 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.