

# The Federation of St Cuthbert's & St Sebastian's Catholic Primary Schools



## ECT (Early Career Teachers) Policy

# The Federation of St. Cuthbert's and St. Sebastian's Catholic Primary

This ECT Policy is set within the context of the whole school aims and mission statement:

## **Introduction**

All qualified teachers employed in a state school in England must, by law, complete an induction period of two school years satisfactorily. This induction period is the bridge between Initial Teacher Training and a career in teaching. It combines a structured programme of development, support and professional dialogue, underpinned by the Early Career Framework, with monitoring and an assessment of performance against the Teachers' Standards. The programme should support an Early Career Teacher (ECT) in meeting the Teachers' Standards by the end of the induction period and equip them with the tools to be an effective and successful teacher. The Teachers' Standards apply to all ECTs; they form part of the framework of professional standards for teachers and are the standards, which underpin all the subsequent standards.

## **Aims**

The school aims to:

- Run an ECT Induction programme that meets all of the statutory requirements underpinned by the Early Career Framework (ECF) from 1st September 2021
- Provide ECT's 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

## **Legislation and statutory guidance**

This policy is based on:

- The Department for Education (DFE's) statutory guidance 'Induction for Early Career Teachers (England) from September 1st 2021
- The Early Career Framework Reforms
- The Education (Induction Arrangements for School Teachers (England) 2012

The 'relevant standards' referred to below are the Teacher's Standards.

### **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 headteacher and appropriate body 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. Up to one term of continuous employment may count towards completion of the induction period.

The programme will be quality assured by **Inspire Learning NW Teaching School Hub**, our appropriate body. The programme will be delivered in partnership with **UCL Institute of Education**, one of the DFE approved national providers.

### **Each ECT will:**

- Be provided with the necessary 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, who will have qualified teacher status (QTS).
- 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 to 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 they have been employed to teach.
- Not to be presented with unreasonably demanding pupil discipline problems on a day-to-day basis.
- Be assigned to an external provider for the Early Years Framework.

### **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.

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- Regular professional reviews of their progress, to take place half - 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.

### **Assessments of ECT performance**

- Our ECTs will be judged against the Teacher's Standards and progress in observations.
- A progress review will take place per half term, except when a formal assessment is due.
- There will be two formal assessments per year.
- ECTs must evidence how they have met the Teacher's Standards.
- 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 and agreed and checked by the Headteacher.
- 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 headteacher 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 headteacher, 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 headteacher should complete an interim assessment to ensure that the ECT's progress and performance since the last assessment is captured.

### **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, which will be approved by the Headteacher.

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- 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.

### **Roles and Responsibilities**

#### **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 the best way to use their reduced timetable allowance and guarantee engagement with their ECF-based induction.
- Provide evidence of their progress against the relevant Teaching Standards.
- Participate fully in the monitoring and development programme.
- 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.
- Fully engage in the Continuing Professional Development (CPD) activities hosted both by the school and the teaching hub and institution selected to fulfil the ECF requirements.

#### **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.

#### **Role of the Headteacher**

The Headteacher will:

- Check that the ECT has been awarded QTS and whether they need to serve an induction period.
- Agree, in advance of the ECT starting, who will act as the appropriate body.
- Notify the appropriate body when an ECT is taking up a post and undertaking induction.
- Make sure the ECT's post is suitable according to statutory guidance (see section 4:1 above).
- Make sure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively.

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- 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 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 the governing board aware of the support arrangements in place for the ECT.
- 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 programme's
- Keep all relevant documentation, evidence and forms on file for 6 years.

### Role of the Induction Tutor

**The Induction Tutors are : Kate Lunt (St Cuthbert's) Maureen Rabbette and Laura Leneghan (St Sebastian's)**

The Induction Tutor will:

- Attend all statutory training relevant to the ECT Induction Programme

2023-2024 Training Accessed		
9 <sup>th</sup> October 2023	ECT Tutor Training @ Everton Children's Centre	Kate Lunt (St Cuthbert's)

- Support mentors and ECT's to engage with the programme.
- Carry out regular progress reviews throughout the induction period.
- Undertake 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, headteacher 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 the ECT's teaching is observed and feedback is provided.
- Make sure the ECT is aware of how they can raise concerns of 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 least burdensome way and that ECTs are not asked for any evidence that requires the creation of new work.

### **Role of the Induction Mentor**

**The Induction Mentors are: James Brophy and Holly Delahunty (St Cuthbert's), Jacqui Mulligan (St Sebastian's)**

The Induction Mentor will:

- Attend all statutory training relevant to the ECT Induction Programme

<b>2023-2024 Training Accessed</b>		
17 <sup>th</sup> October 2023	ECT Mentor Training @ Everton Children's Centre	Holly Delahunty (St Cuthbert's)
TBC	ECT Mentor Training	Jacqui Mulligan (St Cuthbert's)

- 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.
- Participate in all relevant training provided by the school and teaching hub/institution selected to fulfil the ECF criteria.
- 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.

### **Role of the Governing Board**

The Governing Board will:

- Make sure the school complies with statutory guidance on ECT induction.
- Be satisfied that the school has the capacity to support the ECT.
- Make sure the headteacher is fulfilling their responsibility to meet the requirements of a suitable induction post.
- Investigate concerns raised by the ECT as part of the school's grievance procedures.
- If it has any concerns or questions, seek guidance from the appropriate body on the quality of the induction arrangements and the roles and the responsibilities of staff involved in the process.
- If it wishes, request general reports on the progress of the ECT on a termly basis

### **Monitoring arrangements**

This policy will be reviewed annually by the lead of ECT and the Headteacher. At every review it will be reviewed by the Governing Body.

Review - October 2023

Next Review - October 2024

Sent to Governors - October 2023

Staff Responsible – K Lunt and Joanne McCormick