



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## EARLY CAREER TEACHER (ECT) POLICY

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### Background

Under statutory guidance from the DfE the NQT induction arrangements will cease and be replaced with induction arrangements for ECT (Early Career Teachers) alongside the ECF (Early Careers Framework). This changed in September 2021 and the induction process now takes two years.

### Aims

Cannock Chase High School aims to:

- Run an ECT induction programme that meets all the statutory requirements;
- Provide ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers;
- Ensure all staff understand their role in the induction programme.

### Legislation & Statutory Guidance

This policy is based on the Department for Education's statutory guidance [Induction for Early Career Teachers \(England\)](#) and [The Education \(Induction Arrangements for School Teachers\) \(England\) Regulations 2012](#).

The 'relevant standards' referred to below are the [Teachers' Standards](#). This policy complies with our funding agreement and articles of association.

## **The Induction Programme**

For a full-time ECT, the induction programme will last for two academic years. Part-time ECTs will serve a full-time equivalent.

The programme is quality assured by an 'Appropriate Body' (reviewed annually).

The school follows the DfE Funded – provider led programme. The external provider of the Early Careers Framework is reviewed annually.

In 2021, Cannock Chase High School has registered to use the John Taylor Teaching Hub to deliver the Induction Programme and be the chosen 'Appropriate Body'.

### **Posts for Induction**

Each ECT will:

- Be provided with the necessary employment tasks, 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 Mentor, who will have Qualified Teacher Status (QTS) and an Induction Tutor;
- Have a reduced timetable to allow them to undertake activities in their Early Careers Framework induction programme. In the first year a 10% reduction in the second year a 5% reduction should be timetabled when compared to our existing teachers on the main pay range;
- Be assigned to an external provider for the Early Careers Framework. Regularly teach the same class or classes;
- Take part in similar planning, teaching and assessment processes to other teachers working in similar posts;
- Not 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 and/or subjects they have been employed to teach;
- Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis.

### **Support for ECTs**

We support ECTs with:

- Their designated Subject Mentor Tutor, who will provide day-to-day monitoring and support through the Early Careers Framework, and an Induction Tutor who will have an overview of activity and will co-ordinate assessments;
- Observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback;

- Regular professional reviews of their progress, to take place (half termly), at which we will review their 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;
- A programme of CPD throughout the year alongside the Early Careers Framework;
- ECTs will attend weekly sessions with members of the SLT and Learning and Teaching team to support with key concepts within the context of Cannock Chase High School.

### **Assessments of ECT Performance**

Each half term an ECT's teaching will be observed against the teaching standards. This should be undertaken by the Induction Tutor.

Each term the ECT and Induction Tutor will meet to undertake a professional progress review to identify development targets.

Progress reviews are not formal assessments and there is no requirement for ECTs to create evidence specifically to inform a progress review. ECTs are expected, nonetheless, to engage with the process and provide copies of existing evidence as agreed with the Induction Tutor.

The Induction Tutor will notify the Appropriate Body after each progress review to inform whether the ECT is making satisfactory progress. Where this is not the case a plan will be shared to outline the strategies in place to support the ECT in getting back on track.

ECTs are required to undertake two formal assessments. These must be undertaken by the Headteacher or Induction Tutor. These will take place at the end of the first year (term 3) and in the final term of induction (term 6).

ECTs should be kept up to date on their progress. There should be nothing unexpected.

### **At Risk Procedures**

If it becomes clear the ECT is not making sufficient progress, additional monitoring and support measures must 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;
- An effective support programme is put in place to help the ECT improve their performance;
- The Appropriate Body may be contacted and asked for further support.

If there are still concerns about the ECT's progress at their next formal assessment, so long as it is not the final assessment, the Headteacher will discuss this with the ECT updating objectives as necessary and giving details of the improvement plan for the next assessment period.

Under the statutory guidance ECT are also required to complete the Early Careers Framework materials provided by the external provider.

## **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 how best to use their reduced timetable allowance;
- Provide evidence of their progress against the relevant Teaching standards;
- Participate fully in the monitoring and development (ECF) 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 forms;
- Retain copies of all assessment reports.

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 tutor or within the school.

### **Role of the Induction Tutor**

The Induction Tutor will hold QTS status and:

- 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;
- Undertake two formal assessment meetings during the total induction period co-ordinating 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);
- Carry out progress reviews in terms where a formal assessment does not occur;
- 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;
- Keep all relevant documentation, evidence and forms on file for six years.

In exceptional circumstances, you may need to ask one person to carry out both roles, but in these cases it is important that the individual understands the distinction between their role as Tutor and their role as Mentor.

### **Role of the Mentor**

The Mentor will hold QTS status and:

- Regularly meet (weekly) with the ECT for structured Mentor sessions to provide effective targeted feedback;
- Work collaboratively with the ECT and other colleagues involved in the ECT's induction within the same school to help ensure the ECT receives a high-quality ECF-based induction programme;
- Provide, or broker, effective support, including phase or subject specific mentoring and coaching;
- Take prompt, appropriate action if an ECT appears to be having difficulties;
- Take part in ECF training as delivered through the external provider;
- Provide guidance and effective support to the ECT, including coaching and mentoring;
- Ensure the ECT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the school;
- Work with the Induction Tutor to ensure any concerns or additional support are dealt with effectively and timely.

The Mentor will take part in the DfE ECF (Early Career Framework Training). This will be timetabled.

### **Role of the Headteacher**

The Headteacher is, along with the Appropriate Body, jointly responsible for the monitoring, support and assessment of the ECT during induction, and is expected to:

- Check that the ECT has been awarded QTS;
- Clarify whether the ECT needs to serve an induction period or is exempt;
- Agree, in advance of the ECT starting the induction programme, which body will act as the Appropriate Body;
- Notify the Appropriate Body when an ECT is taking up a post in which they will be undertaking induction ensure that the requirements for a suitable post for induction are met;
- Ensure the Induction Tutor and the Mentor have the ability and sufficient time to carry out their role effectively ensure an appropriate ECF-based induction programme is in place;
- Ensure the ECT's progress is reviewed regularly, including through observations of and feedback on their teaching;

- Ensure that assessments are carried out and reports completed and sent to the Appropriate Body;
- Maintain and retain accurate records of employment that will count towards the induction period;
- Ensure that all monitoring and record keeping is done in the most streamlined and least burdensome way;
- Make the Governing Body aware of the arrangements that have been put in place to support ECTs serving induction;
- Make a recommendation to the Appropriate Body on whether the ECT's performance against the Teachers' Standards is satisfactory or requires an extension;
- Participate appropriately in the Appropriate Body's quality assurance procedures notify the Appropriate Body as soon as absences total 30 days or more.

### **Role of Governing Body**

The Governing Body will:

- Ensure the school complies with statutory guidance;
- Be satisfied that the school has the capacity to support the ECT;
- Ensure 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 procedure;
- If it wishes, seek guidance from the Appropriate Body on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process;
- If it wishes, request general reports on the progress of the ECT.

### **Role of the Appropriate Body**

The Appropriate Body has the main quality assurance role within the induction process.

### **Monitoring Arrangements**

This statement will be reviewed annually by the Headteacher.

### **Trainee Teachers within Cannock Chase High School**

ECTs will complete an induction with the assigned Induction/School Based Mentor for trainees within school.

ECTs will have a subject Mentor who will meet with them once a week to discuss progress and complete University paperwork.

The Induction/School Based Mentor will support Mentors to ensure University paperwork and observations are completed.

The Induction/School Based Mentor will observe ECTs at the mid-point of their placement (alongside Subject Mentor) and give feedback to the ECT and the University.

The Induction/School Based Mentor will be responsible for the final observation feedback and the final comments that are given to the University.

If there are any concerns regarding the progress of the ECT, the Subject Mentor should raise this with the Induction/School Based Mentor who will ensure that the University provider is contacted so appropriate support can be put in place.

<b>Implementation date:</b>	January 2022
<b>Last review date:</b>	
<b>Next Review date:</b>	January 2023
<b>Statutory Policy:</b>	Yes