

ECT Newsletter

November 2022

Welcome to our ECT Newsletter, whether you are teacher, mentor, tutor or school leader!

We hope the start of the new academic year has gone well and everyone is getting into a positive routine. How is it already November?

Thank you to colleagues who completed the Appropriate Body (AB) DfE consultation form. The outcome of the consultation has been released on 15/11/22 and can be found on page 2 of this newsletter. Contrary to some information that has been shared, we continue our work as an AB, working with other ABs to ensure we maintain best practice and take opportunities to share our great practice with others.

For clarity, schools can use AB services in any area, subject to agreement between the school and AB. Details of TSH in the East Midlands and Humber can be found on page 2.

Please remember, the next round of formal assessments are due this term. Forms will be accessible from 22nd November 2022 and are due by 15th December 2022. Please check ECT Manager for the necessary form whether this is a Progress Review or Formal assessment. If you are uncertain at all, please get in touch. An example of a Progress Review and an Assessment document can be found at the end of the newsletter.

As shared in the summer ECT newsletter edition, we have all learnt more as the systems have become embedded. We have updated some key learning on page 3. The DfE have also shared findings, which are also included.

With many thanks,

Shaheen Parekh (*Responsible Officer for ECTs/NQTs at Derby City Council*)

Email Address Update

Our email address has changed to: ECT.Administration@derby.gov.uk
Please ensure all emails related to NQTs and ECTs are sent to this email address, as this can be accessed by all of the AB team

ECT Manager

To login visit <https://derby.ectmanager.com/login.aspx>

Derby's online ECT support and induction management system

Welcome to our paperless ECT Management system. This service allows you to register your ECTs and submit their electronic assessments securely online.

Contacts:

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ECT Manager queries

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Appropriate body reform and induction assessment Government consultation response

The [consultation responses](#) were published on 15/11/22. There will be a phased transitional period where local authorities can continue to act as an AB until Sept 2024 but are unable to claim any new ECTs from September 2023. Therefore, any new ECTs that are registered with us this academic year can complete their induction time with Derby City as the AB.

The next steps summarised in the guidance are:

Following the publication of this consultation, the Department will look to introduce updates to regulations to bring into effect the two stage transition for local authorities, reducing, then ending their AB role by September 2024. Alongside this it will look to update statutory guidance on induction and advice for ABs and schools on the points set out within this response regarding expectations around entitlement checking, escalation of concerns and proportionate approaches to assessment. The following timeline summarises the anticipated next steps in introducing these reforms, subject to parliamentary approval:

- From November 2022: further DfE clarification and guidance for ABs via regular newsletter communication
- Academic year 2022/23: TSHC support programme for TSHs to build capacity and expertise
- Spring 2023: TSH create local transition plans in partnership with local authorities and neighbouring TSHs
- Spring 2023: revised regulations published (subject to Parliamentary approval) with updated statutory guidance
- September 2023: revised regulations come into effect (subject to Parliamentary approval) meaning that local authorities can no longer claim new ECTs
- September 2024: formal handover of all AB services to TSHs, local authorities ceasing to operate AB services.

Finding an Appropriate Body moving forward

As reluctant as we are to finish working with our schools as an AB we would like to help you find an alternative AB. Organisations can use an appropriate body in any area, subject to agreement between the school and appropriate body.

At the back of this newsletter we have included a list of the TSH in the East Midlands and Humber region, contact details, provider they are partnered with if you wanted to do the full induction programme with them, prices and their website pages. We've shaded the local ones in Derbyshire, Leicestershire, Nottinghamshire and Sheffield.

Progress Reviews

Some of you will be completing Progress Reviews for the first time in December and for others it will be your 3rd time (fourth term).

Attached to the back of the newsletter is an example of an assessment completed for a fictional ECT at the end of their first term and second term. Progress at the end of the fourth term will follow the same pattern as at the end of Term 2, reflecting on progress against the standards.

ECT Manager have created a manual to support with the completion of the paperwork. It can be accessed: <https://docs.ectmanager.com/tutor/completing-an-assessment/>

Please note – you do not need to be logged into the system to access this user manual.

ECT Handbook

The handbook is available on the SIP pages of the DCC website. The link is <https://schoolsportal.derby.gov.uk/media/schoolsinformationportal/contentassets/documents/pace/ect/ect-handbook.pdf>

We hope this proves to be a useful guide to ECTs and all of you who are supporting them here in Derby.

What we have learnt from the change to the ECF so far ...

Here we have picked out just some of our learning from the year so far!

Register ECTs with the AB before induction	Among all the other things to be done, please liaise with your chosen AB, then your chosen provider. ECTs must be registered with an AB before starting induction. Registration cannot be completed retrospectively.
Appointments made during the year	Not all providers have given the opportunity for ECTs to join a cohort during the year. Register ECTs with the AB as soon as possible and then contact your preferred provider.
Raising concerns	Do contact us as AB if you have any concerns that an ECT may not be on track to meet the Teachers' Standards. We will endeavour to work with you to see if there is any further support that could be put in place.
Workload for Mentors	Many mentors have reported that they have seen a considerable increase in workload. Be very aware of the potential for impact.
Keeping the Tutor and Mentor roles separate	In the most simplistic terms, the mentor offers day to day guidance to ECTs, the tutor assesses their progress. Whilst there is cross-over between the roles, such as providing feedback, it is important within the ECF that these roles are undertaken by separate members of staff where possible.
Progress Reviews and Assessments	<p>Comments within Progress Reviews and Assessments should be evaluative and outline what evidence supports these. They should demonstrate how the ECT is progressing against Teachers' Standards.</p> <p>In a Progress Review these should concentrate on the standards where support has been provided. (Please see the example shared in the last newsletter.)</p> <p>Within the Assessment at the end of the third term, comments are required against all standards. (Please see the example below.)</p>

From the DfE

The department asks that appropriate bodies share the following information with their schools: As we approach the next academic year, which will be the first time two cohorts of first and second year ECTs will be in the system together, the Department for Education has asked appropriate bodies to remind schools about the importance of ensuring that timetabling for next academic year includes sufficient time off timetable as per the [Statutory Induction Guidance](#). This includes ensuring that: ECTs have 10% in year 1 and 5% in year 2; and that

- Mentors have sufficient time to carry out their role effectively – both to:
 - undertake mentor training (for those on funded training programmes); and
 - plan and hold mentor sessions with their ECT(s)
- Mentoring sessions would normally be expected to be during normal teaching hours

Many thanks from us at DCC for managing this logistical but hugely beneficial challenge.

From the TRA – deadline dates

These are the dates that all ABs have been given for claiming new ECTs and submitting the outcomes for any transitional ECTs.

Deadline dates for the academic year 2022/23

Spring Term

- 18 January 2023 – outcomes for transitional ECTs who started induction on or before 1 September 2021
- 22 February 2023 – claims for ECTs starting January 2023

Summer Term

- 27 April 2023 – outcomes for transitional ECTs who started induction on or before 1 September 2021
- 24 May 2023 – claims for ECTs starting April 2023

Can you please ensure that all registrations and assessments are completed a few days before these dates to enable us to send the information to the TRA by these dates.

Transitional ECTs

To complete a one-year induction, transitional ECTs must finish by 1 September 2023. Schools should refer to the [statutory guidance on NQT inductions starting before 1 September 2021](#).

From 1 September 2023, all ECTs will need to complete a 2-year induction period.

If a transitional ECT has not completed their induction by 1 September 2023, they do not need to start induction again. Instead, they must complete what remains of a 2-year induction. The ECT should be given access to ECF-based training, mentor support and other statutory entitlements in this case.

ECT Materials and Feedback

To access materials regarding Early Career Framework please visit:

<https://www.gov.uk/government/publications/early-career-framework-reforms-overview/early-career-framework-reforms-overview>

Derby City Council Appropriate Body is a member of the DfE ECT working group and so if you have any questions, or feedback you would like us to share with the DfE, please get in touch via the administration inbox

ECT.Administration@derby.gov.uk

We keep learning with our updated Quality Assurance

It has been wonderful to get into schools and academies and see how you have adapted your practice to meet the ECF. Our updated Quality Assurance process has been developed in collaboration with other local authority ABs and has proven to be a very helpful tool.

If you would like to volunteer to host a QA Visit, please let us know. We can outline the process and, if you are still interested, find a date in the diary!

Teaching School Hubs – Appropriate Body Services – in the East Midlands and Humber region www.gov.uk/government/publications/statutory-teacher-induction-appropriate-bodies/find-an-appropriate-body				
Name	Lead Provider	Contact	Website	2022/23 Cost for full induction programme
Barnsley and Doncaster Teaching School Hub, Yorkshire	UCL	Kelly.Cartwright@teaching-school-hubs.org.uk	www.exchangeteachinghub.org.uk/early-career-framework/appropriate-body/	£200 per ECT per year
DRET Teaching School Hub, North Lincolnshire	Ambition Institute	appropriatebodyservices@dret.co.uk	www.dretteachingschoolhub.co.uk/Appropriate-Body-Services/	£340 per ECT for 2 years
Flying High Teaching School Hub, Nottinghamshire	Education Development Trust (EDT)	AppropriateBody@flyinghightrust.co.uk	https://futures.flyinghighpartnership.co.uk/teaching-school-hub-appropriate-body	£175 for 1 year per ECT £295 for 2 years per ECT
L.E.A.D. Teaching School Hub, Lincolnshire	Education Development Trust (EDT)	stacey@leadtshub.co.uk	www.leadtshublincs.co.uk/page/?title=Appropriate+Body+Services&pid=17	£175 per ECT per year
Leicester & Leicestershire TSH, Leicester	Teach First	TSHub@LeLTSH-tmet.uk	www.leltsh-tmet.uk/page/?title=Appropriate+Body+Services&pid=19	*£250 per ECT for 2 years, payable in 2 instalments of £150 in Year 1 and £100 in Year 2 *If school also opt for the full ECF programme with LETSH/Teach First this will be reduced to £225
Leicestershire & Rutland TS Hub, Leicestershire	Ambition Institute	Contact@Lrtshub.org.uk	www.lrtshub.org.uk/page/?title=Appropriate+Body+%28AB%29&pid=10	£240 per ECT for 2 years
Pathfinder Teaching School Hub, York	Ambition Institute	abailey@ahs.pmat.academy	https://pathfinder-tsh.co.uk/	£100 per ECT per year
Potentia TSH, Derbyshire	Education Development Trust (EDT)	ecf@potentiatsh.co.uk	www.potentia-ecf.co.uk/appropriate-body/	£275 per ECT for 2 years
Redhill Teaching Hub, Nottinghamshire	Education Development Trust (EDT)	appropriatebody@redhillhub.org.uk	www.redhillhub.org.uk/ab-services	£175 for 1 year £296 for 2 years
South Yorkshire Teaching Hub, Sheffield	Education Development Trust (EDT)	info@southyorkshireteachinghub.org	www.southyorkshireteachinghub.org/teacher-development/appropriate-body/	£250 per ECT per year
Spencer Teaching School Hub, Nottinghamshire	Education Development Trust (EDT)	AB@spencerteachingschoolhub.com	http://spencerteachingschoolhub.com/early-career-framework/appropriate-body-services-for-early-career-teachers/	£275 per ECT for 2 years
The Vantage Teaching School Hub, North Humber	Teach First	abadmin@smchull.org	www.vantagetsh.org/page/?title=Appropriate+Body+Services&pid=10	£105 per term

Please note the prices have been taken from the websites and are subject to change for 2023/24 onwards. Please contact the AB directly.

ECT Induction Progress Review

Progress review for the end of the First Term

ECT's Personal Details

Full Name:

Date of Birth:

Teacher Reference Number:

National Insurance Number:

Date of award of QTS:

Recommendation

ECT on track - Based on current performance and rate of progress, the ECT is on track to successfully complete induction by the end of their induction

Confirmation of Induction

Start Date:

End Date:

The ECT worked **Full Time** throughout this report period

Days Completed:

Days Absent:

Days Absent Prior to this report period:

Institution Details

Name:

DfE Number:

Head Teacher/Principal:

Tutor:

Mentor:

Address:

Telephone:

Email:

Appropriate Body

Name: Derby

Address: Derby City Council,

The Council House,

Corporation Street,

Derby,

Derbyshire

DE1 2FS

Telephone: 01332 640364

Email: Jayne.Hadfield@derby.gov.uk

Give brief details for the reason(s) for your answer to whether the ECT is on track

The ECT has been making good progress towards Teachers' Standards with a clear focus on standards 1 and 7 during the first term. The ECT has established a safe environment for the pupils, in which they feel able to raise concerns about their learning and their personal safety. This is shown through the children's oral and written responses in class, and further supported by effective use of the schools marking and feedback policy.

The ECT manages behaviour in the classroom very effectively, as demonstrated in lesson observations and informal visits into the classroom. The children are able to say what happens to reward good behaviour, but they are also aware of the sanctions which may be imposed. On one occasion, when visiting the class, I was able to see how the ECT is providing highly effective support to a child with SEND for behaviour. Through discussions with colleagues, including the SENDCo and TA, appropriate strategies have been developed.

Through lesson observation it has been identified that the ECT needs to develop their understanding of the range of vulnerabilities exhibited within the class. Regular discussions with the mentor and Phase Leader will support identifying which groups need further support and how this can be achieved.

If the ECT is not on track to successfully complete induction, has the ECT been informed?

N/A

If the ECT is not on track to successfully complete induction, has a support plan been put in place?

N/A

Has the ECT continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?

Yes

If no, please explain why an ECT-based induction has not been accessed or why statutory entitlements have not been met

N/A

SAMPLE REPORT

ECT's Comments

I have learnt a great deal during the term. The support of my Mentor has been really helpful with regular meetings. The training I have accessed has helped me to focus on my practice and how I can manage behaviour better.

SAMPLE REPORT

The ECT will be remaining at this school for the next report period.

Signatures

ECT

Date

Full Name:

Induction Tutor

Date

Full Name:

SAMPLE
PRIVATE

ECT Induction Progress Review

Progress review for the end of the Second Term

ECT's Personal Details

Full Name:

Date of Birth:

Teacher Reference Number:

National Insurance Number:

Date of award of QTS:

Recommendation

ECT on track - Based on current performance and rate of progress, the ECT is on track to successfully complete induction by the end of their induction

Confirmation of Induction

Start Date:

End Date:

The ECT worked **Full Time** throughout this report period

Days Completed:

Days Absent:

Days Absent Prior to this report period:

Institution Details

Name:

DfE Number:

Head Teacher/Principal:

Tutor:

Mentor:

Address:

Telephone:

Email:

Appropriate Body

Name: Derby

Address: Derby City Council,

The Council House,

Corporation Street,

Derby,

Derbyshire

DE1 2FS

Telephone: 01332 640364

Email: Jayne.Hadfield@derby.gov.uk

Give brief details for the reason(s) for your answer to whether the ECT is on track

During this second term of their induction period, the ECT has continued to build on their progress towards Teachers' Standards. During this term the focus has been on standards 2 and 3. The ECT has participated well with various professional development activities. They have seen how skilled colleagues have adopted strategies that promote recall of prior learning. Through the provided materials, personal reflection and professional dialogue with the mentor, they have trialled ways of applying strategies more consistently in their own class.

The ECT has become more confident in the use of our school's behaviour policy. In particular, they have encouraged children to show positive attitudes to learning. By using rewards and positive praise, they have been able to engage a group of learners who were not accessing learning effectively in the Autumn Term. This is already having an impact on the pupils' progress and attainment.

Another area of focus for the ECT has been deepening their own subject knowledge. Through an external provider the ECT has been able to access high-quality subject specialist support. This has ensured they are more confident when teaching. It is also leading to greater pace when moving through a learning sequence. It has been seen in lesson drop-ins that there is no longer any delay in checking key concepts or knowledge.

Through lesson observation it has been identified that the ECT needs to develop their understanding of the range of vulnerabilities exhibited within the class. Regular discussions with the mentor and Phase Leader will support identifying which groups need further support and how this can be achieved.

If the ECT is not on track to successfully complete induction, has the ECT been informed?

N/A

If the ECT is not on track to successfully complete induction, has a support plan been put in place?

N/A

Has the ECT continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?

Yes

If no, please explain why an ECT-based induction has not been accessed or why statutory entitlements have not been met

N/A

SAMPLE REPORT

ECT's Comments

I have learnt a great deal during the term. The support of my Mentor has been really helpful with weekly meetings. We have used this to reflect on previous learning and plan for future professional development.

The training I have accessed has helped me to focus on my how children learn and strategies I can use to support them to build on prior knowledge. I am looking forward to the next term when we will look at how teaching needs to be adapted to meet the needs of all children.

SAMPLE REPORT

The ECT will be remaining at this school for the next report period.

Signatures

ECT

Date

Full Name:

Induction Tutor

Date

Full Name:

SAMPLE
PRIVATE