

# Appropriate Body NEWSLETTER

SUMMER TERM 1 - MAY 2023

## IMPORTANT REMINDER Statutory Induction Information Session

Thursday 18th May 2023, 4pm – 5.30pm

BOOK  
HERE

These sessions are most appropriate for Induction Tutors, who are responsible for overseeing the Induction process, and ECTs. Mentors are warmly invited to find out more about the process and their involvement. This session is most appropriate for those that began induction in April 2023.

## Date for diaries reminder – AB online network

Wednesday 24th May 2023, 3.45pm – 4.30pm

Links available from your Lincolnshire Hub Delivery Partner

Much of the information below is direct from the Teaching Regulation Agency (TRA) and the Department for Education (DfE) to ensure you are kept abreast of all relevant updates and any changes to the ECT statutory induction process.

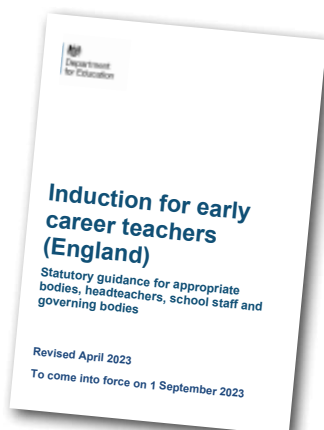
We wish you every success for the first summer termlet and urge you to make sure you contact us with any queries as soon as they arise. You can do so via the ECT Manager Helpdesk ticket option or by contacting the Hub directly by using the contact details at the bottom of this newsletter.

### Contents:

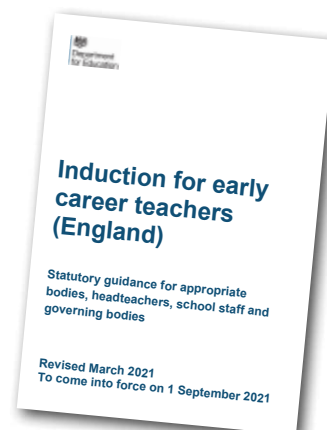
1. Updated statutory induction guidance from 1st September 2023: What's new and why?
2. Year Two ECTs – Final formal assessment
3. Transitional arrangements - reminder
4. Appropriate Body Quality Assurance Survey – Summer Term 1
5. Diary dates for this term

## 1. Updated statutory induction guidance from 1st September 2023

To view the version valid from 1st September 2023, please click [here](#).



To view the current statutory guidance that applies until 31st August 2023, please click [here](#).



Following the consultation process, from 1st September 2023 a statutory instrument will come into force that will confirm the changes to which organisations can operate as an Appropriate Body (AB). Only Teaching School Hubs (TSHs) and other organisations determined by the Secretary of State will be listed as being as able to act as ABs.

What's new?	Why?
<b>Copies of <u>all</u> progress reviews to be sent to ABs.</b>	Appropriate Bodies are expected to be sent all progress review records. This is to help the Appropriate Body in determining that schools continue to provide an appropriate system of monitoring and support, and to be able to catch any causes for concern early.
<b>Mentors: timing of mentoring sessions and checking this entitlement</b>	ECT and Mentor sessions are expected to be timetabled during teaching hours as schools are funded to cover the time off timetable. The Headteacher and Appropriate Body are expected to ensure that Mentors are given sufficient time to carry out the role effectively and meet the needs of their ECTs. In exceptional circumstances where schools require flexibility due to timetabling constraints, mentoring may take place outside of teaching hours but should always be scheduled within contracted time.
<b>Induction Tutors: the role and ensuring entitlement.</b>	It is very important that the Induction Tutor is given sufficient time to carry out their role effectively. The Headteacher is responsible for ensuring that the person/s identified to do the Induction Tutor role have sufficient time to undertake the necessary duties of the role effectively. Where Appropriate Bodies have concerns that the expected monitoring and support, and the coordination of assessment of an ECT is not being conducted effectively by an Induction Tutor due to insufficient time, they are expected to raise concerns with the Headteacher and clarify expectations.
<b>Reduced inductions</b>	<p>It takes time to develop the skills needed for a successful career in teaching which is why all ECTs are entitled to a two-year induction programme. The default expectation should be that all ECTs complete a full two-year induction, not only to allow them time to demonstrate that they have met the Teachers' Standards, but also to allow them to benefit from time off timetable for training, study and mentoring and to have time to apply this to their teaching practice and develop their skills without the pressures of a full timetable.</p> <p>A requested reduced induction period can only be considered by the AB on the basis that the ECT has significant experience of teaching whole classes to the Teachers' Standards. It is recommended that in most cases the length by which induction is to be reduced is to be agreed <u>ahead</u> of the ECT commencing their induction period.</p>

Whilst teachers who have taught in the independent sector for an extensive time or those teachers that gained QTS via the assessment-only route are examples of when reduced inductions might be considered, **there is no entitlement to a reduced induction or to the minimum length to which an induction can be reduced.**

Appropriate Bodies must carefully consider what evidence is appropriate for demonstrating significant teaching experience. This could include:

- referrals from previous employers confirming the type and length of teaching experience
- performance management records or other documentation from previous employers
- a written submission from the Headteacher or ECT addressing how previous teaching experience was significant and how it met the Teachers' Standards

Any reduction to the induction period should only be made on the basis that the ECT has met the Teachers' Standards. When determining the length by which induction is to be reduced Appropriate Bodies are expected to consider the remaining progress that is to be made against the Teachers' Standards.

Appropriate Bodies should be particularly mindful of any ECT being denied their entitlement to a two-year induction unnecessarily. If a teacher wishes to serve the full induction period they must be permitted to do so.

Reductions to induction should never be used because the school does not have the resource to offer a full-length induction.

Additionally, further considerations apply to reductions for part time teachers, set out in the next section.

### Part time ECTs

The default expectation is that part-time ECTs should serve a full induction equivalent to two years pro rata in order to benefit from time off timetable for study and mentoring and to have time to apply what they learned to their teaching practice and develop their skills without the pressures of a full timetable.

However, Appropriate Bodies have the ability to use their discretion in deciding whether it is appropriate to reduce the induction period for ECTs who are completing induction on a part time basis. Except for part-time ECTs that have already qualified for a reduced induction based on extensive prior experience, the Appropriate Body should only consider granting a reduction and bringing forward the final assessment point once the ECT has completed a period covering but not equivalent to two school years.

For example, an ECT starting induction in September 2021 and working 0.5FTE would ordinarily be expected to complete a four-year induction finishing in summer 2025, but once sufficient evidence has been gathered that the ECT's performance against the Teachers' Standards is satisfactory they can be considered for a reduction from summer term 2023. A prerequisite for considering reduction from the two-year point will be that the ECT is considered to be meeting the Teachers' Standards. In making this decision, the Appropriate Body should consult the Headteacher and must always gain the agreement of the teacher concerned.

<b>Progress reviews</b>	<p>Depending on how far into induction the ECT has progressed, more or less detail may be suitable:</p> <ul style="list-style-type: none"> <li>• <b>Term 1:</b> it is probably most helpful to concentrate on the teacher's personal and professional conduct and how well the relationships are working.</li> <li>• <b>Term 2:</b> it is probably most helpful to consider how likely the teacher is to require additional support and consider their progress across each of the Teachers' Standards, helping to ensure that there are no surprises when they have their first formal assessment in Term 3.</li> <li>• <b>Terms 4 and 5:</b> for teachers who have been consistently on track to meet the Teachers' Standards, these reviews can afford to be the lightest touch and focus on anything that has emerged to detail progress.</li> </ul> <p>When considering the level of detail that is required in a progress review in the case of part-time ECTs, Induction Tutors are expected to take account of working pattern and require a level of detail that is proportionate to the length of time the ECT had to demonstrate progress of their performance.</p> <p>Progress reviews must determine by the Induction Tutor if the ECT is on track to successfully complete induction; a brief summary of evidence collected and considered by the Induction Tutor; and the agreed development targets. The Appropriate Body could also include checks that the ECT is receiving their correct entitlements, and that regard is had to the statutory guidance.</p> <p>If a progress review is scheduled at a time when an ECT is absent, and the ECT is expected to return and continue their induction in the same institution, then schools should wait for the ECT to return in order to complete the progress review as ECTs should have the opportunity to engage with the assessment process and are expected to participate effectively in progress reviews meetings.</p>
<b>Formal assessments</b>	<p>ECTs should receive an assessment in the final term of the first year (term 3, full time equivalent for part-time ECTs) and in the final term of the second year of induction (term 6, full time equivalent for part-time ECTs). Where term 3 or term 6 have been extended as a result of ad hoc absences totalling 30 days or more by the aggregated number of days absent, the formal assessments are expected to be held at the end of that extension period. It is for institutions and ECTs to agree exactly when the assessment dates are set.</p> <p>It is important that Appropriate Bodies are involved throughout induction, not just at formal assessment points, especially where there are potential issues around an ECT's performance or progress, to ensure that there are no surprises when an ECT reaches a formal assessment point.</p> <p>The role of the Appropriate Body in relation to assessment is to take steps to ensure that a final decision is made on whether the ECT's performance against the Teachers' Standards is satisfactory or an extension is required, and that the relevant parties are notified.</p> <p>If a formal assessment is scheduled at a time when an ECT is absent, and the ECT is expected to return and continue their induction in the same institution, then schools should wait for the ECT to return in order to complete the formal assessment. ECTs and schools should agree their assessment dates and ECTs are expected to participate effectively in formal assessment meetings.</p>

### Interim assessments

Interim assessments should be completed by the Induction Tutor or Headteacher when an ECT leaves post after completing one term or more in an institution but before the next formal assessment would take place. It is expected that an interim assessment takes place before the ECT leaves post.

In exceptional circumstances where an interim assessment cannot be completed before the ECT leaves post (for example, in situations where an absent ECT subsequently leaves their post without returning) the Induction Tutor or Headteacher are still expected to complete an interim assessment report and provide a copy to the Appropriate Body and the ECT.

The interim assessment in this case should be completed to the date the ECT officially leaves their post and should include:

- any progress towards the standards that the ECT made up to the point of their absence, and:
- the number of days in ad hoc absence the ECT has incurred within the relevant year of induction up to the point the ECT officially leaves their post.

## 2. ECTs Year Two – Final formal assessment

Appropriate Bodies have the ability to use their discretion in deciding whether it is appropriate to reduce the induction period for ECTs who are accessing an ECF-based statutory induction programme at a full-time rate however completing statutory induction contractually on a part time basis. A prerequisite for considering reduction from the two-year point will be that the ECT is considered to be meeting the Teachers' Standards. In making this decision, the Appropriate Body should consult the Headteacher and must always gain the agreement of the teacher concerned. L.E.A.D. Teaching School Hub Appropriate Body will be in touch with all Induction Tutors, ECTs and Headteachers this concerns before the end of summer term 1 with a form to complete. If you do not receive this form and think you should have, please contact Stacey Williams or Rachael Viscomi at the Appropriate Body, using the contact details at the bottom of this newsletter.

## 3. Transitional arrangements reminder assessment

The transitional period began on 1st September 2021 and gives teachers who started, but had not completed, their induction prior to this date until 1st September 2023 to complete their induction within three terms. **It is not possible for any Appropriate Body to extend the transitional period and there are no exceptions to these arrangements.**

After 1st September 2023, when the transition period ends, all ECTs will be required to complete a two-year induction period. There will be no expectation to restart induction, but rather complete what remains of a two-year induction. For example, a transitional ECT who has completed two terms of induction by 1st September 2023 will then be required to complete a further 4 terms of induction.

Any remaining induction after 1st September 2023 must have regard to the updated 2021 regulations and statutory guidance. Those ECTs will also become eligible for all entitlements including access to DfE-funded ECF-based induction programmes and statutory entitlements around mentoring and an additional 5% off timetable in the second year of induction.

Further information on transitional arrangements can be in paragraphs 1.4 – 1.7 of the Statutory Induction Guidance [here](#).

## 4. Appropriate Body Quality Assurance Survey – Summer Term 1

The summer term quality assurance survey has been sent to all ECTs registered with L.E.A.D. Teaching School as the Appropriate Body for the Summer Term 1, 2023. It should take no more than 5 minutes for ECTs to answer the questions.

As the Appropriate Body, we have the main quality assurance role within the induction process. Through quality assurance, we have to assure ourselves that: Headteachers/Principals (and Governing Bodies where appropriate) are aware of, and are capable of meeting their responsibilities for monitoring support and assessment. This includes checking that an ECT receives an ECF-based induction programme, a designated Induction Tutor and Mentor and the reduced timetable. This also ensures that the monitoring, support, assessment and guidance procedures in place are fair and appropriate. One of the ways in which we are collecting this data is via a survey, in half terms where no formal progress review is due.

The survey will remain open until **Friday 2nd June 2023**.

If you have any questions about the survey, please contact Stacey [stacey@leadtshub.co.uk](mailto:stacey@leadtshub.co.uk) or Rachael Viscomi [rachael@leadtshub.co.uk](mailto:rachael@leadtshub.co.uk)

## 5. Dates for this term

DIARY DATES SUMMER TERM 1		
Statutory Induction Information Event	Thursday 18th May 2023	4pm – 5.30pm Online ( <i>book it be link at the top of this newsletter</i> )
AB Twilight Drop-ins	Wednesday 24th May 2023	3.45pm – 4.30pm Online ( <i>separate email links have been sent via the Lincolnshire Hub Delivery Partners</i> )

We kindly ask that schools keep a close eye on the ECT Manager records for their ECT and notify us should anything not look quite right. In the meantime, if you have any queries about anything in this newsletter, please either contact Stacey or Rachael, at the Hub, via the contact details below.

We thank you for using **L.E.A.D. Teaching School Hub** as your chosen **Appropriate Body** and wish you all the best for Summer Term 1.

**Appropriate Body:**  
**L.E.A.D. Teaching School Hub**

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