

## **L.E.A.D. Teaching School Hub Lincolnshire**

### **ECF/AB Committee**

#### **1. Context**

These terms of reference are drafted and maintained by the ECF/AB Committee. The aim of this document is to provide an understanding of how the strategic direction for the ECF and AB function within the Teaching School Hub (TSH) will be set and how the efficiency will be both monitored and evaluated.

#### **2. Role and Purpose:**

##### ***2.1: Overview/Background:***

Witham St Hughs is an academy within L.E.A.D Academy Trust. It is designated as the Teaching School Hub to serve Lincolnshire. The Hub's core functions are to support schools to invest in their workforce in order to grow, recruit, develop and retain the very best teachers, support staff and leaders, complementing the internal support they provide. The role of the Hub in its entirety reflects the importance of high-quality continuous professional development from initial teacher training through to leadership, supporting teachers throughout their career in a sequential and cohesive way. The ultimate aim being to impact upon the life chances, well being and outcomes for pupils within our region. The Teaching School Hub is designated to support schools across Lincolnshire, outlined by the DfE as the following areas: **Boston, Lincoln, North Kesteven, South Holland, South Kesteven, East Lindsey, West Lindsey**. This designation includes supporting every school type and phase including Nursery, Primary, Secondary, Special and Alternative Provision.

##### ***2.2: The Role of the Teaching School Hub:***

The objectives of the Teaching School Hub are:

- To meet the responsibilities of Teaching Schools Hubs as set out by Department for Education (DfE)'s Conditions of Designation, including
- Undertaking the delivery of the Early Career Framework (ECF) and the National Professional Qualifications (NPQ)
- Supporting the delivery of Initial Teacher Training
- Providing Appropriate Body (AB) Services for Early Career Teachers
- Providing other Continuous Professional Development
- Building over time effective infrastructure and work strategically with key stakeholders and providers to support all Teaching School Hub activities.

##### ***2.3 ECF/AB Committee Role and Purpose:***

The ECF/AB Committee has a role to provide strategic direction, quality assurance and delivery of the Early Careers Framework and Appropriate Body services across Lincolnshire, ensuring that the vision and KPIs for the Teaching School Hub are successfully achieved or exceeded.

These aspects will be led and delivered in collaboration with a number of wider partners e.g. Curricular Hubs and the Research School where appropriate. The role will also be in agreement with the Partnership Agreements for both ECF and AB roles.

### ***The Purpose of ECF:***

Statutory induction is the bridge between initial teacher training and a career in teaching. The ECF underpins an entitlement to a fully funded, two-year package of structured training and support for early career teachers, linked to the best available research evidence. It combines a structured programme of development, support and professional dialogue, underpinned by the ECF, with monitoring and an assessment of performance against the Teachers' Standards. It ensures that teachers have dedicated time set aside to focus on their development across a two year period. The ECT Programme supports the early career teacher and provides them with the necessary training to ensure that they can demonstrate that their performance against the Teachers' Standards is at least satisfactory by the end of the period. Induction should provide a foundation for ECTs and equip them with the tools to be an effective and successful teacher.

All members of the ECF/AB Committee will be dedicated to ensuring that this statutory induction is fully supported, led and implemented and quality assured with schools who commit to working with the Teaching School Hub, Lincolnshire.

### ***The Purpose of AB Services:***

From September 2021, induction for teachers joining the profession will be extended to two years and, underpinned by the ECF, will provide them with a structured programme of development, support and professional dialogue. Appropriate Bodies will play a key role in teacher induction. From September 2021, as well as ensuring that ECTs receive their statutory entitlements, they will ensure that regard is had to the amended statutory guidance and that ECTs are fairly and consistently assessed. Appropriate bodies are expected to check that ECTs are receiving a programme of support and training based on the ECF.

All members of the ECF/AB Committee will be dedicated to ensuring that this statutory induction is fully supported, led, implemented and quality assured with schools who sign up to the AB services through the Teaching School Hub.

## **3. Vision**

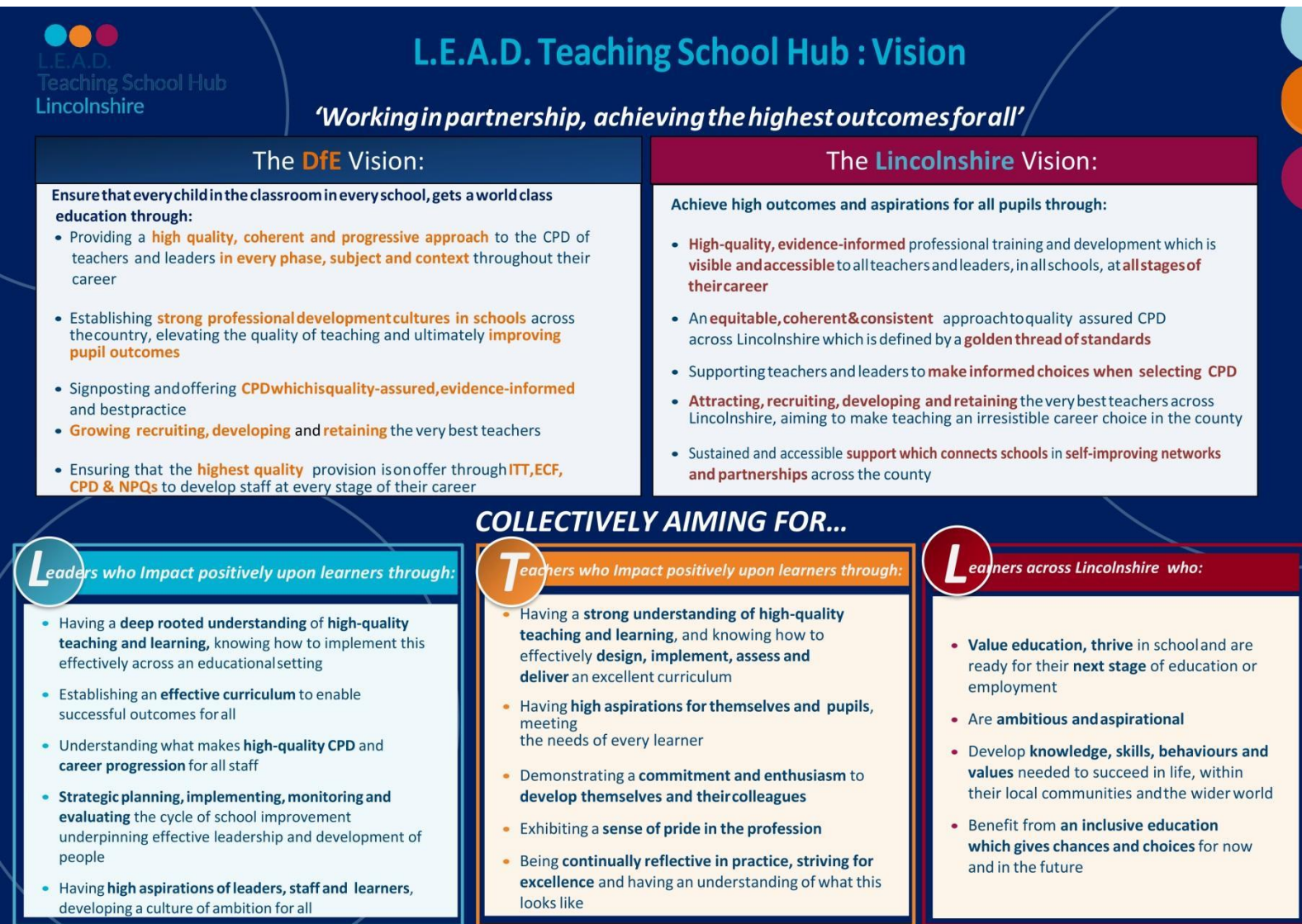
The collective purpose of the AB/ECF Committee is to build an effective and sustainable partnership to deliver improved outcomes for young people through the development of high quality teaching, mentoring and leadership, continually seeking to further school improvement within a school led, self-improving system. At the heart of this will be shared knowledge and expertise, and the collaboration of key partners.

As a partnership serving the schools in Lincolnshire, we strive to *achieve high outcomes and aspirations for all pupils through* :

- ***High quality, evidence informed*** professional training and development which is ***visible and accessible*** to all teachers and leaders, in all schools, at ***all stages of career***
- ***An equitable, coherent & consistent approach to quality assured CPD across Lincolnshire***

- Professional Development which is defined by a **golden thread** of **standards, evidence, quality and coherence**.
- **Supporting teachers and leaders to make informed choices when selecting CPD for stakeholders**
- **Attracting, recruiting, developing and retaining** the very best teachers across Lincolnshire, aiming for teaching as an irresistible career choice in the region.
- **Sustained and accessible support which connects schools in self-improving networks and partnerships across the county.**

Our vision is further outlined through in the diagram below:



#### 4. Our Values

4.1 The work of the Teaching School Hub is rooted in the following core values:

- Equity & Inclusion
- Excellence
- Collaboration
- Innovation
- Achievement
- Making a Positive Difference

- Moral Purpose

#### 4.2 As a partnership we value:

- The moral purpose of our leaders that drives the partnership to help others and be professionally generous in all aspects of our work as we strive for excellence for all
- The relationships between partners that are the foundation for the TSH's existence and success
- An equality of opportunity for all young people and the staff who work in our schools
- The unique nature of each partner/school and its place within its own community
- The needs of all schools and young people
- Openness and trust that enables and supports effective partnership working
- A sense of fairness in the way we work together; fairness towards each other as partners and towards our associates and the individuals we work with
- The contribution that other organisations and partners, such as other education providers, charitable bodies, etc. make to the success of the school system
- Effective governance that ensures our values and aims are adhered to and delivered upon

### 5. Our Aims

To achieve our vision, the ECF/AB Committee will:

- Be part of system wide improvement that creates a better future for all teachers and mentors, building on the Initial Teacher Training pathway and provision
- Deepen a culture of continuous improvement across the region
- Clearly define how high quality professional development for ECTs and Mentors can be delivered across local areas
- Ensure there are outstanding opportunities for staff to develop their teaching and leadership skills, experience and confidence in their Early Stages of Career or beyond for Induction Tutors and Mentors
- Draw on expertise and capacity to ensure coverage of all phases and settings
- Provide a high quality service which has a positive impact upon the quality of teaching in schools
- Hold individuals, schools and providers to account and demonstrate how they meet the requirements
- Ensure that systems, processes and statutory requirements are met and are of high quality
- Ensure that the focus remains on the outcomes for pupils as the net result of all aspects implemented

### 6. Responsibilities

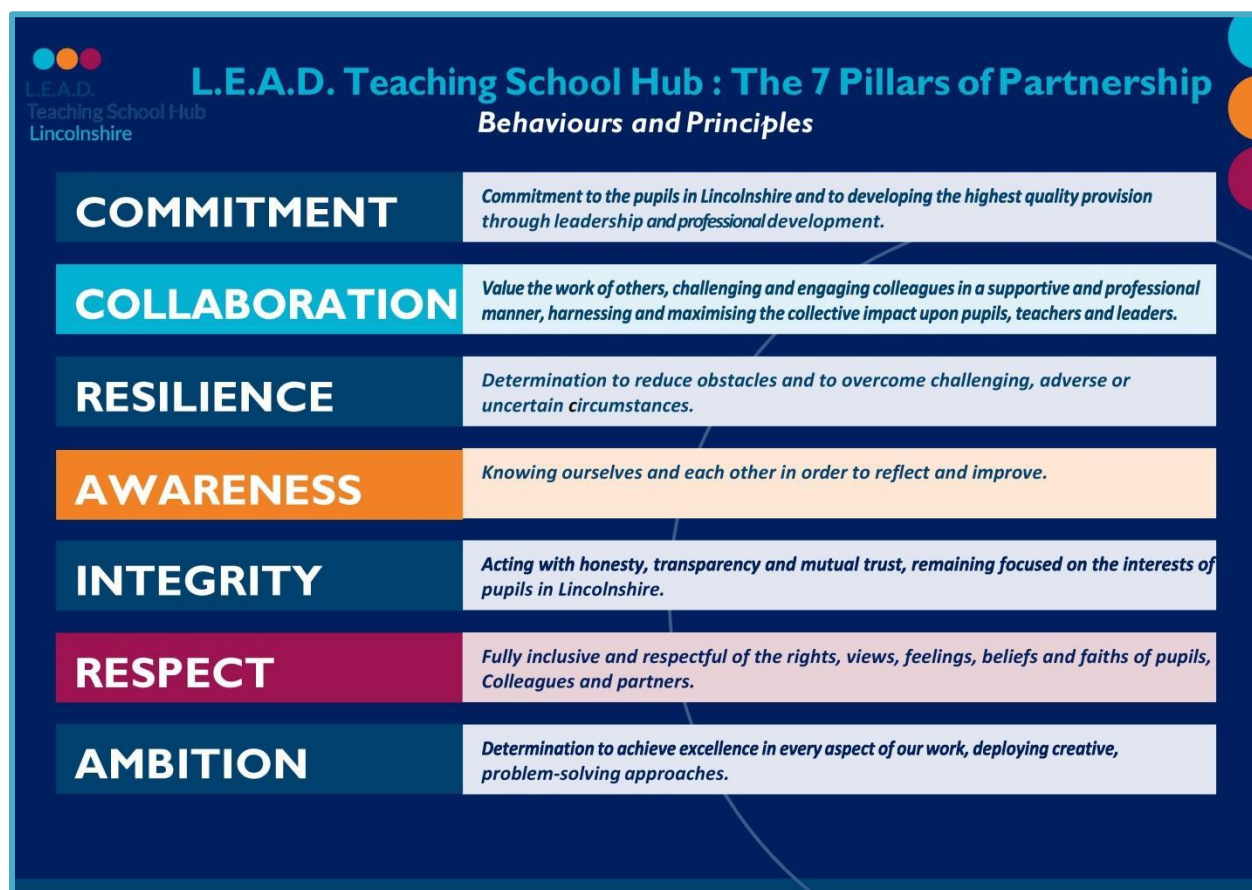
The duties of the group shall:

- Implement the vision, values and aims of the TSH through the AB/ECF services
- Inform, lead, quality assure and deliver Teaching School Hub ECF/AB activities and resources that support the delivery of the TSH objectives and delivery plan.
- Identify the risks and desired outcomes of the region in relation to ECF/AB services and how they can be achieved which in turn will shape the direction of the Teaching School Hub's Strategy.
- Deploy groups for specific projects, activities or events.
- Advise on messaging to stakeholders
- Quality assure provision as part of the Peer to Peer QA processes
- Ensure that all requirements from the DfE and Lead provider are met or exceeded

- Report to the L.E.A.D. Teaching School Hub Partnership Board on success against the Teaching School Hubs ECF/AB KPIs

## 7. Behaviours:

The ECF/AB Committee will make every effort to support the vision and principles of School Hub through the 7 Pillars of Partnership Behaviours. This is captured here as an overview here and will be adhered to by all members :



## **8. Membership:**

8.1 Membership of the ECF/AB Committee will constitute all partners who have signed an AB and/or ECF Partnership Agreement with L.E.A.D. Teaching School Hub

8.2 Members are required to send an appropriate deputy where they themselves cannot attend the meeting.

8.3 All representatives should attend subject to appropriate management of any conflicts of interest.

## **9. Provision for Review or Change of the ECF/AB Committee**

This Partnership Committee is not a legal undertaking. The Partnership Committee will strive to do their best to achieve the vision and aims set out in this document. Changes to the Partnership Committee are governed by the L.E.A.D. Academy Board of Trustees.

## **10. Frequency of Meetings**

10.1 The ECF/ AB Committee will meet six times a year to review the TSH annual delivery agreements and KPIs. Additional meetings may take place if required.

10.2 Each meeting consists of a review of actions and progress to date against the relevant sections of the TSH delivery agreement. Minutes will record the discussions by those in attendance and circulated to the Committee following each meeting.

10.3 Governance of the L.E.A.D. Teaching School Hub Lincolnshire will be undertaken by The L.E.A.D. Academy Board of Trustees through a TSH Board. The Director of Teaching School for the L.E.A.D. Teaching School Hub, will report to the TSH Board of Trustees, regarding progress towards the annual delivery agreement where the decision making, operational plans, financial management and quality assurance arrangements are reviewed.

## **11. Quorum**

A quorum shall be 4 members including the Chair.

## **12. Notices/Agenda**

To be sent out at least 7 days before each meeting except in the case of exceptional circumstances.

## **13. AB/ECF Committee representation**

13.1 One ECF/AB committee member shall be appointed by the organisation they represent

13.2 The Chair shall be the strategic lead for the L.E.A.D Teaching School Hub in year one and will be reviewed for following years.

13.3 The ECF/AB Committee member shall be vacated if:

- any event or circumstance occurs which would disqualify him or her from the Committee , failing to meet the aspects within the Terms of Reference or Partnership Agreement

- without the consent of the committee, the member fails to attend three consecutive meetings
- the ECF/AB committee member resigns from office in accordance with the Partnership Agreement

#### **14. Review**

These terms of reference shall be reviewed annually by the ECF/AB Committee.

**Date Approved: September 2021**

**Review Date: September 2022**