



**Boroughbridge High School and King James's School
Federation**

POLICY STATEMENT

Induction of Early Career Teachers (ECTs)

Policy last reviewed (date)	November 2021
Ratified by Governors (date)	November 2021
Next policy review due (date)	November 2024
Due for review by Governors (date)	November 2024
Staff Lead	Deputy Headteacher

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by ensuring the Federation meets the statutory requirements and makes a significant contribution to both the professional and personal development of ECTs, providing support, which should enable them to develop competence in the Teachers' Standards and make a valuable contribution to our schools.

Significant revisions since the last review:

New policy.

Rationale

The first few years of teaching are not only very demanding but also of critical significance in the professional development of the new teacher. It is vital that new teachers get a good start to their teaching careers through appropriate transitional support. Our school's induction process is aimed at ensuring a smooth transition from training into the teaching profession through appropriate guidance, support and challenge. Our ECT Induction programme will enable ECTs to establish a secure foundation upon which a successful teaching career can be built.

Purposes

Our Federation's Induction process has been designed to meet statutory requirements and make a significant contribution to both the professional and personal development of ECTs, providing support, which should enable them to develop competence in the Teachers' Standards and make a valuable contribution to our school. Specifically, we aim to:

- Provide support to meet the generic needs of all ECTs and specific needs of individual ECTs.
- Provide individualised support through high quality mentoring.
- Provide ECTs with examples of good classroom practice.
- Help ECTs form productive relationships with all members of the school community and stakeholders.
- Encourage reflection on their own and observed practice.
- Provide opportunities to recognise and celebrate success.
- Act quickly to help ECTs address any areas of concern.
- Provide a foundation for longer-term professional development through accessing the Early Career framework materials.
- Ensure a smooth transition to prepare to help ECTs meet all the core standards.

The whole staff will be kept informed of the Induction Policy and encouraged to participate, wherever possible, in its implementation and development. This policy reflects a structured whole school approach to teacher induction and recognises that the quality and commitment of the people who supervise the induction is a crucial factor in its continued success.

Roles and Responsibilities

The Governing Body

The governing body 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 individual schools' Headteacher is fulfilling their responsibility to meet the requirements of a suitable induction post,
- Investigate any concerns raised by the ECT, as part of the schools' grievance procedures,

- If there are any concerns or questions, seek guidance from the Appropriate Body (AB), on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process,
- If they wish, request general reports on the progress of the ECT on a termly basis.

Both Boroughbridge High School and King James's School have appointed a designated Induction Co-ordinator, supported by a team of subject specialist ECT mentors.

Federation Headteachers/Leadership Team

Our Federation Leadership Teams play a significant and leading role in the process of inducting new colleagues to the profession. While responsibility for the implementation of the Induction Programme has been delegated to an Induction Co-ordinator/Tutor and contributed to by a subject specialist mentor(s), the individual school's Headteacher, Deputy Headteacher or an Assistant Headteacher will also observe each ECT through 'drop-ins' at least once each term. Statutory responsibilities are:

- Ensuring an appropriate induction programme and support are in place.
- Recommend to the Appropriate Body (AB), whether an ECT has met the requirements for satisfactory completion of the Induction period.

In reality, many of the tasks associated with the above will be carried out by the Induction Co-ordinator/Tutor (contributed to by the Mentor), but the individual school's Headteacher will make the final recommendation to NYCC.

In addition to the statutory requirements, the individual school's 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
For guidance www.gov.uk/government/publications/induction-for-early-career-teachers-england
- Ensure that the induction tutor is appropriately trained and has sufficient time to carry out their role effectively
- Make sure the induction mentor is appropriately trained and has sufficient time to carry out their role effectively
- An appropriate ECF-based induction programme is in place.
- A reduction of 10% of the average teacher's workload (in addition to PPA time) in the ECT's first year and 5% in the second year. This time is used for participating in the Induction programme and/or meetings with their Mentor(s)
- The ECT's progress is reviewed regularly, including through observations and feedback of their teaching
- 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
- Ensure that the governing board are 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 programmes
- Keep all relevant documentation, evidence and forms on file for 6 years

Induction Co-ordinator/Tutor

The principal requirement for the ECT coordinator is to be responsible for the overall management of initiating NQTs into the teaching profession and into the Federation's (and individual school's) systems and structures. It entails not only a coordination role but also keeping records of activities and monitoring the quality of provision.

It embraces various tasks, such as organising a central induction programme, providing support and guidance and the rigorous, fair and consistent assessment of ECT performance.

The Induction Co-ordinator/Tutor will:

- Provide guidance and effective support to the ECT (with the appropriate body where necessary)
- Carry out regular progress reviews throughout the induction period
- Undertake two formal assessment meetings during the induction period, coordinating input from other colleagues as appropriate
- Carry out progress reviews in terms where a formal assessment does not occur
- Inform the ECT following progress reviews of their progress against the relevant standards, and share records with the ECT, Headteacher (SLT link) and relevant 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 that the ECT's teaching is observed and feedback is provided
- Make sure 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
- 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

Mentor

In addition to the Induction Co-ordinator/Tutor who has the responsibility for the formal assessment of ECTs, a subject specialist mentor is appointed to provide support on an informal daily basis and through a formal weekly timetabled slot. The Mentor will contribute to the judgements about the progress against the Teachers' Standards.

Entitlement

Our induction programme ensures that new teachers are provided with the support and monitoring to help them fulfil their professional duties and meet the requirements for satisfactory completion of Induction. It builds on their knowledge, skills and achievements in relation to the Teachers' Standards as achieved during training.

The key aspects of the Induction programme for ECTs within the Federation are as follows:

Access to an Induction programme that will commence upon appointment and be reviewed on a regular basis.

The Induction Mentor will:

- 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

Monitoring arrangements

The lead members of staff will review this policy annually for ECTs/trainee teachers and the Headteacher. At every review, it will be approved by the full governing board.

Links with other policies

This policy should link to the following policies and procedures:

- Performance Management
- Grievance
- Pay