

Newham Community Learning - Early Career Teachers Policy - Primaries

This policy applies to all teachers starting their training after 01 September 2021, and are thus subject to the arrangements of the Early Career Framework.

Across Newham Community Learning, at this stage in our development, our primaries work with the London District East Teaching Schools Hub as the appropriate body overseeing our ECF; our secondaries work with The Education Space.

This policy applies to our primaries, with separate arrangements published by our secondaries.

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Applies to: Newham Community Learning

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1. Overview of the Policy Management Process

1.1. Document history

Date	Revision	Version number (substantive revisions are allocated a new whole number; minor revisions are designated by the addition of a consecutive decimal point)
Jan 2020	Leading Learning Trust Newly Qualified Teachers (NQTs) Policy in place	v1.0
01 Sept 21	NQT framework replaced with Early Career Framework (ECF)	n/a
Sept 2022	Leading Learning Trust Policy reviewed, updated and released as a Newham Community Learning Policy - applicable to the primary schools in the Trust working with the London District East Teaching Schools Hub as the appropriate body overseeing the training programme [NOTE: our secondaries work with The Education Space as the appropriate body overseeing the programme; separate arrangements are currently in place for each secondary school, and are available on request from the Trust Office]	v.2.0

1.2. Review and approval

The Early Career Teachers' Policy applies to the primary schools in the Trust. It is reviewed by the Executive Team (and/or their delegates) and is then presented to the Trust Board for approval (via a relevant board committee if appropriate).

It is reviewed in line with the Trust Policy Review Schedule.



2. Newham Community Learning - Early Career Framework Policy - Primaries

For all early career teachers commencing their training after 01 September 2021

2.1. Introduction and purpose

Newham Community Learning is committed to providing a stimulating and supportive learning environment for all staff, with special provision being made for Early Career Teachers, taking into account the fact that they have only just started their careers. This policy thus describes the particular arrangements in place across the Trust for the onboarding, induction and training of Early Career Teachers (formally known as NQTs - Newly Qualified Teachers).

The Trust aims to:

- Run an ECT induction programme that meets all of the statutory requirements underpinned by the early career framework (ECF);
- Provide ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers; and
- Make sure all staff understand their role in the ECT induction programme.

The Trust's ECF arrangements are currently quality assured by:

- Primaries: London District East Teaching Schools Hub as the 'appropriate body'
- Secondaries: The Education Space as the 'appropriate body'

2.2. Transitional arrangements (NQTs and ECTs)

This policy applies to ECTs who start their induction on or after 1 September 2021.

NQTs who have started but not completed their induction before 1 September 2021 will continue to follow our NQT induction policy, also available on the Staff page of the Trust website. They have until 1 September 2023 to complete their induction within 3 terms (a single academic year) as outlined in previous NQT induction guidance (this policy is also available on the [Policies Page](#) of the Trust website). Where possible, at the discretion of the headteacher and appropriate body, we will also provide them with:

- An ECF-based induction for the remainder of the NQT's 1-year induction



- An induction mentor for the remainder of the NQT's 1-year induction

If they don't complete their induction by 1 September 2023, they will be required at this point to switch to the full ECT induction for the remainder of their induction period. Time already spent in induction will count towards the 2-year ECT induction period.

2.3. Legislation and statutory guidance

This policy is based on:

- The Department for Education's (DfE's) statutory guidance Induction for early career teachers (England) from 1 September 2021
- The Early career framework reforms
- The Education (Induction Arrangements for School Teachers) (England) Regulations 2012
- Early career teacher induction: COVID-19 absence exemption

The 'relevant standards' referred to below are the Teachers' Standards.

This policy complies with our funding agreement and articles of association.

2.4. Rationale

Statutory induction is the bridge between initial teacher training and a career in teaching. It combines a personalised programme of development, support and professional dialogue with monitoring and an assessment of performance against the relevant standards. Our Trust's induction process ensures the appropriate guidance, support and training to include the development of skills and knowledge, expectations and observations are provided through a structured but flexible individual programme. This programme will enable the NQT to form a secure foundation upon which a successful teaching career, fulfilling profession duties can be built.

All staff in the school have a role to play in supporting a teacher new to the profession. Subject leaders, year group teaching partners, team leaders and members of the senior leadership team have a particular part in the process of ensuring that support and guidance is given as well as monitoring ECTs. This policy aims to clarify the roles and requirements necessary to all stakeholders involved in the appointment of the ECT as well as the ECTs themselves. This policy also details other important factors and procedures.

2.5. Aims



Our induction process has been designed to make a significant contribution to both the professional and personal development of our ECTs.

The purposes of induction include:

- To provide support that is bespoke to the individual needs of the ECTs;
- To provide appropriate support through the role of identified leader and mentors as well as a named governor responsible for ECTs induction;
- To provide NQTs with examples of good practice;
- To provide opportunities to recognise and celebrate their own good practice;
- To help ECTs form positive and effective working relationships with all members of the school community;
- To encourage reflection of their own and observed practice;
- To provide opportunities to identify areas for development;
- To provide constructive feedback;
- To provide a foundation for longer-term professional development;
- Create a climate which enables the ECT to take responsibility for their own professional development;
- To provide effective professional development opportunities based on the evidence of the ECTs progress;
- To support ECTs to meet all of the induction standards and aid the ECT to build upon the knowledge, skills and understanding developed in initial teacher training and the successful completion of the statutory induction period; and
- To undertake systematic reviews of the induction process through regular planned meetings.

All staff stakeholders will be informed of the application of this induction policy at all of the Trust's schools, and be expected to participate 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.

2.6. Overview of the ECT Programme at the Trust

The induction programme will be underpinned by the Early Career Framework, enabling Early Career Teachers to understand and apply the knowledge and skills set out in the ECF.

Prior to the ECT serving their induction, the Headteacher and appropriate body must agree that the post is suitable.



For a full-time ECT, the induction period will typically last for 2 academic years. Part-time ECTs will serve a full-time equivalent. Up to one term of continuous employment may count towards completion of the induction period.

The programme is quality assured by London District East Teaching Schools Hub, our 'appropriate body'.

2.7. 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 induction tutor, who will have qualified teacher status (QTS);
- Have an appointed induction mentor, who will have QTS;
- Have a reduced timetable to allow them to undertake activities in their induction programme; in their first year, this will be no more than 90% of the timetable of our existing teachers on the main pay range, and in their second year, this will be no more than 95% of the timetable of our existing teachers on the main pay range;
- 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; and
- Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis.

2.8. Support provided to ECTs

We support ECTs with:

- Their designated induction tutor, who will provide day-to-day monitoring and support, and co-ordinate their assessments;
- Their designated induction mentor, who will provide regular structured mentoring sessions and targeted feedback;



- 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 termly (except in terms where formal assessment is held), at which their induction tutor will review objectives and revise them in relation to the relevant standards and their current needs and strengths; and
- Chances to observe experienced teachers, either within the school or at another school with effective practice.

2.9. Assessments of performance

Formal assessment meetings will take place in the final term of the ECT's first year (term 3) and the final term of their second year (term 6), and will be carried out by the Headteacher of their delegate.

These meetings will be informed by clear and transparent evidence gathered from progress reviews during the preceding assessment period, and drawn from the ECT's work as a teacher and from their induction programme. Copies of the evidence relied on will be provided to the ECT and the appropriate body.

After each formal assessment meeting, a formal assessment report will be completed that clearly shows how the ECT is performing against the relevant standards. The headteacher will also recommend to the appropriate body in the final assessment report at the end of the programme as to whether the ECT's performance is satisfactory against the relevant standards.

The ECT will add their own comments, and the formal assessment report will be signed by the headteacher, induction tutor and the ECT.

A copy of the formal assessment report will then be sent to the appropriate body. The final assessment report will be sent within 10 working days of the meeting, for the appropriate body to make the final decision on whether the ECT has passed their induction period.

In the event that the ECT leaves this post after completing one term or more but before the next formal assessment would take place, the induction tutor or headteacher should complete an interim assessment to ensure that the ECT's progress and performance since the last assessment is captured.

2.10. At Risk Procedures



If it becomes clear during a termly progress review or at the first formal assessment point that the ECT is not making sufficient progress, additional monitoring and support measures will 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 against the relevant standards; and
- An effective support programme is put in place to help the ECT improve their performance.

The progress review record or formal assessment report will be shared with the appropriate body, alongside the support plan, for it to review.

If there are concerns about the ECT's progress during their subsequent progress reviews or formal assessment, as long as it is not the final formal assessment, the induction tutor or headteacher will discuss this with the ECT, updating objectives as necessary and revising the support plan for the next assessment period.

2.11. Roles and responsibilities

This section provides an overview of the arrangements in place at the Trust's primary schools. The operational arrangements on site may differ slightly from school to school - however, all responsibilities in the section below are discharged by all schools.

2.11.1. 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 and guarantee engagement with their ECF-based induction
- Provide evidence of their progress against the relevant standards
- Participate fully in the monitoring and development 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 (noting that until 1 September 2022, absences due to coronavirus – in the form of school closure, sickness or self-isolation – will not count towards the 30-day absence limit that would extend their ECT induction)



- Keep 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 induction tutor or within the school

2.11.2. Role of the Headteacher

The 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
- Make sure the ECT's post is suitable according to statutory guidance (see section 4.1 above)
- Make sure 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
- Make sure an appropriate ECF-based induction programme is in place
- Make sure the ECT's progress is reviewed regularly, including through observations and feedback of their teaching
- Make sure that 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 (noting that up until 1 September 2022, any absences due to coronavirus – in the form of school closure, sickness or self-isolation – will not count towards the 30-day absence limit that would extend the NQT's induction)
- Make sure that all monitoring and record keeping is done in the least burdensome and most streamlined way
- Make the governing board 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

2.11.3. Role of the induction tutor



The induction 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 2 formal assessment meetings during the induction period, coordinating input from other colleagues as appropriate
- Carry out progress reviews in terms where a formal assessment doesn't occur
- Inform the ECT following progress reviews of their progress against the relevant standards, and share records with the ECT, headteacher 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

2.11.4. Role of the induction mentor

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
- 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

2.11.5. Role of the Trust Board

The trust board will:

- Make sure the Trust complies with statutory guidance on ECT induction
- Be satisfied that all schools within the Trust have the capacity to support the ECT
- Make sure 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 procedures



- If it has any concerns or questions, 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 on a termly basis

