Hardwick Primary School

Early Career Teacher Induction Policy

September 2026

Sections requiring school personalisation

Approved by Trust Board on: 23rd October 2026

To be reviewed: September 2027

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A. Exemptions

Statement of Intent

At Hardwick Primary School, we recognise that the successful appointment and induction of an early career teacher (ECT) strongly contributes to both the development of the school and the ECT. ECTs bring new ideas and fresh approaches to teaching. In turn, the school endeavours to develop and nurture a promising career.

The induction period for ECTs will:

- Enable ECTs to build upon existing knowledge, skills and understanding.
- Assist ECTs in becoming full members of the teaching profession and provide a foundation for CPD.
- Enable ECTs to meet identified goals and complete their induction year to the required standard.
- Be systematic, fair and rigorous in the assessment of ECTs' professional practice.
- Provide support to ECTs failing to make satisfactory progress.

This policy has been established to ensure that the requirements listed above are met, that all parties benefit from arrangements, and that all staff members know their roles, responsibilities and expected practice.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2026) 'Induction for early career teachers (England)' Induction for early career teachers (England) - GOV.UK
- DfE (2026) 'Appropriate bodies guidance: induction and the early career framework' Appropriate bodies guidance: induction and the initial teacher training and early career framework
- DfE (2019) 'Early career framework' (ECF) Early career framework - GOV.UK
- DfE (2011) 'Teachers' Standards' Teachers' standards - GOV.UK
- Education Act 2002 Education Act 2002
- The Education (Induction Arrangements for School Teachers) (England) Regulations 2012 as amended April 2025 Induction for early career teachers (England)
- DfE (2025) 'School teachers' pay and conditions document 2023 and guidance on school teachers' pay and conditions' School teachers' pay and conditions guidance 2025
- **Children's Wellbeing and Schools Act 2026**: Clause 53 of the act will make changes to the Quality Teacher Standards (QTS) and statutory induction requirements in primary and secondary academies from 1 September 2027.

This policy operates in conjunction with the following school policies:

- Grievance Policy
- Records Management Policy
- Staff Code of Conduct
- Behavioural Policy
- Disciplinary Policy and Procedure
- Teachers' Pay Policy
- Child Protection and Safeguarding Policy
- Safer Recruitment Policy

Summary of the continuation key changes from September 2025:

- From September 2025, all new ECT training programmes should be based on the Initial Teacher Training and Early Career Framework (ITTECF) which will replace the Early Career Framework (ECF)
- The term early career teacher entitlement (ECTE) replaces ECF-based training and induction.
- In response to feedback, there are changes to the DfE funded provider-led training programmes:
  - Training for new mentors has been reduced from 2 years to 1 year to reduce workload.
  - Programmes include mentor session materials so mentors can spend their valuable time supporting their ECT, rather than planning and creating resources.

    - Programmes include diagnostic tools to allow ECTs to focus on areas they most need to develop.
    - Programmes include more contextualisation to subject and phase with enhanced subject-specific materials and resources. This will include materials and resources to support teaching pupils with SEND.
    - Programmes are pitched in recognition that most ECTs will begin their training with a greater understanding of the framework from their ITT
- For schools delivering their own training, there are new freely available DfE accredited school-led materials which cover the ITTECF in full which schools can use in full or in part to design and deliver their own training

Frequently asked questions:

What about ECTs currently completing an ECF-based programme?

These changes won't impact the majority of ECTs who are currently completing an ECF-based training programme. ECTs or mentors who start training before 1 September 2025 should:

- Continue to use the same course and materials until August 2027
- Move to training based on the ITTECF from September 2027 if they've not completed by August 2027

What support is available to previously trained mentors from September 2025?

Mentors who completed a mentor training programme prior to September 2025 as part of a provider-led ECF-based programme will not be eligible for the new mentor training programmes from September 2025. However, all mentors, including those previously trained as part of an ECF-based programme, will as a minimum have access to the mentor training materials which are included as part of the provider-led programmes, which they can use to refresh themselves as needed. All mentors also have access to the mentor session materials as part of the provider-led programmes based on the ITTECF. Mentor session materials will support the regular mentoring sessions and engagement between the ECT and their mentor on the content of the ITTECF. Some providers may provide additional support for previously trained mentors such as mentor support clinics or drop-in sessions. To find out what ongoing support is available for trained mentors as part of the provider-led programmes, please enquire with individual Lead Providers.

Does this affect any funding my setting receives?

There are no planned changes to the current funding arrangements, except in relation to the streamlining of mentor training; as the mentor training for new mentors is being shortened from two years to one year, the amount of funding eligible schools receive to backfill their mentors time will be reduced to reflect that. However, the required time for training will continue to be covered in full.

Which providers are offering the DfE-funded training programmes?

The following lead providers offer funded provider-led training for ECTs from

September 2025:

- Ambition Institute
- Education Development Trust
- National Institute of Teaching, founded by the School-Led Development Trust
- Teach First
- UCL Institute of Education

The role of appropriate bodies, lead providers, and delivery partners

An appropriate body is responsible for assuring the quality of the statutory induction of ECTs.

For provider-led training, the lead provider provides the online learning platform used for training ECTs and mentors. The delivery partner delivers training events.
These roles are sometimes done by the same organisation. For example, an appropriate body might be the same organisation as the delivery partner.
For school-led training your school will still work with an appropriate body to quality assure the induction process.

DDAT uses the following external providers:

Flying High as the Appropriate Body.
Spencer Trust is the Delivery Partner
Ambition as the Lead Provider.

Which providers are offering the freely available school-led materials?

For delivery from September 2025, school-led materials based on the ITTECF will be provided by National Institute of Teaching and UCL Institute of Education via their own platforms:

- National Institute of Teaching: Materials for school-led ECT Programme 2025/26 – The National Institute of Teaching
- UCL Institute of Education: CEL - The Source - Home

For further information, please see the updated guidance published by DfE: Early career teacher entitlement (ECTE) support - GOV.UK

2. Roles and Responsibilities

ECTs are responsible for:

- Providing evidence that they have QTS and are eligible to start their inductions.

- Meeting with their induction tutor to agree on priorities for their programme and review these at regular intervals.
- Completing and attending the required training as part of their induction programme.
- Agreeing with their induction tutor how best to use their reduced timetable allowance and guarantee engagement with their ECF-based induction programme.
- Providing evidence of their progress against the Teachers' Standards
- Participating fully in the agreed monitoring and development programme.
- Raising any concerns with their induction tutor as soon as practicable.
- Consulting their appropriate body named contact at an early stage if there are, or may be, difficulties in resolving issues with their tutor/within the institution.
- Keeping track of and participate fully in the scheduled classroom observations, progress reviews and formal assessment meetings.
- Agreeing with their induction tutor the start and end dates of the induction period/part periods and the dates of any absences from work during any period/part period.
- Retaining copies of all assessment reports.
- Reading, commenting upon and signing their assessment reports, each term on ECT Manager.

The Headteacher/Executive Headteacher is responsible for:

- Ensuring the ECT is registered with the DfE.
- Checking that the ECT has been awarded QTS.
- Agreeing, in advance of the ECT starting the induction programme, which body will act as the appropriate body.
- Notifying the appropriate body when an ECT is taking up a post in which they will be undertaking induction.
- Ensuring that the requirements for a suitable post for induction are met.
- Ensuring the induction tutor has the ability and sufficient time to carry out their role effectively.
- Ensuring an appropriate ITTECF (Initial Teacher Training Early Creer Framework)-based induction programme is in place.
- Ensuring the ECT's progress is reviewed regularly, including through observations of and feedback on their teaching and that progress reviews are sent to the appropriate body.
- Ensuring that assessments (including any interim assessments) are carried out and reports completed and sent to the appropriate body.
- Maintaining and retain accurate records of employment that will count towards the induction period.
- Ensuring that all monitoring and record keeping is done in the most streamlined and least burdensome way.
- Making the Local Trust Committee aware of the arrangements that have been put in place to support ECTs serving induction.
- Making a recommendation to the appropriate body on whether the ECT's performance against the Teachers' Standards is satisfactory or requires an extension.
- Participating appropriately in the appropriate body's quality assurance procedures.

- Retaining all relevant documentation/evidence/forms on file for six years Further additional responsibilities for Headteacher/Executive Headteachers that might apply are contained in the DFE Statutory Guidance for early career teachers 2026.

Induction Tutors are responsible for:

- Coordinating, guiding and supporting ECTs' professional development.
- Reviewing ECTs' progress regularly during the induction period.
- Undertaking two formal assessment meetings over the induction period.
- Coordinating input from other staff if required.
- Carrying out progress reviews in terms where a formal assessment does not occur.
- Informing ECTs following progress reviews of the determination of their progress against the 'Teachers' Standards'.
- Sharing progress review records with ECTs, the Headteacher/Executive Headteacher and the appropriate body.
- Informing ECTs of the judgements to be recorded in the formal assessment record and inviting ECTs to give their comments.
- Ensuring that the ECT's teaching is observed and that the ECTs is provided with timely written feedback.
- Letting ECTs know how they may raise concerns about their induction programme and personal progress both inside and outside the school.
- Informing the ECT following progress review meetings of the determination of their progress against the Teachers' Standards and share progress review records with the ECT, Headteacher/Executive Headteacher and appropriate body.
- Taking prompt, appropriate action if ECTs are facing difficulties.
- Ensuring all monitoring and record-keeping is completed in a manner which is streamlined and reduces burdens, including ensuring all evidence requested from ECTs draws on existing or working documents.

Mentors are responsible for:

- Weekly meetings with the ECT for structured sessions to provide effective, targeted coaching and feedback.
- Working in collaboration with the ECT and other staff members involved in the ECT's induction to help ensure the ECT receives a high-quality induction programme based on the ECF.
- Providing or coordinating effective support for the ECT, including phase- or subject-specific mentoring.
- Taking prompt, appropriate action if the ECT is facing difficulties.

Appropriate bodies have a quality assurance role and are responsible for:

- Ensuring the Headteacher/Executive Headteacher and Local Trust Committee are aware of their responsibilities and can meet these responsibilities regarding monitoring support and assessment. This includes making sure that each ECT receives a personalised induction programme, designated tutor support and a reduced timetable.

Ensuring procedures in place regarding support, monitoring, assessment and guidance are fair and appropriate.

- Maintaining full responsibility for their regulatory duties and not delegating these.
- Consulting with the Headteacher/Executive Headteacher on the nature and extent of the quality assurance procedures in the school.
- Ensuring the Headteacher/Executive Headteacher has implemented a programme which is clearly based on the ECF.
- Taking action to address areas that require further development and support, where an ECT is facing difficulties.
- Ensuring induction tutors have the ability and time to carry out their role effectively.
- Contacting a school when the school's responsibilities are not being fulfilled.
- Ensuring that the Headteacher/Executive Headteacher has confirmed that the award of QTS has been made.
- Ensuring the school is providing a reduced timetable in addition to planning, preparation and assessment (PPA) time.
- Ensuring ECTs are provided with a named contact within the appropriate body to raise concerns if they have any.
- Ensuring records and assessment reports of ECTs are maintained.
- Ensuring an agreement is reached with the Headteacher/Executive Headteacher and the ECT to determine where a reduced induction period may be appropriate.
- Ensuring a final decision is made on whether the ECT's performance is satisfactory against the 'Teachers' Standards'.
- Ensuring they provide the Teaching Regulation Agency (TRA) with information about ECTs who have started, completed, or left partway through an induction period, or require an extension, as well as details of the type of induction the ECT is undertaking.
- Ensuring they respond to requests from schools and colleges for support and guidance regarding the ECT's induction programmes.
- Responding to requests for assistance and advice with training for induction tutors.
- Providing the Headteacher/Executive Headteacher with information on the types of induction available.
- Ensuring all monitoring and record-keeping is completed in a manner which is streamlined and reduces burdens, including ensuring all evidence requested from ECTs draws on existing or working documents.

The Local Trust Committee is responsible for:

- Ensuring staff and the school are compliant with this policy and all relevant guidance.
- Ensuring the school has the capacity to support the ECT.
- Ensuring the Headteacher/Executive Headteacher is fulfilling their responsibilities.
- Investigating concerns raised by an ECT as part of the school's Grievance Policy.
- Asking for advice from the appropriate body on the school's induction procedures and the responsibilities of staff involved in the process.

- Can request general reports from the induction tutors on the progress of an ECT.

3. Statutory induction

The statutory induction of an ECT is the bridge between ITTECF and a career in teaching. The school will support ECTs in demonstrating that their performance against relevant standards is satisfactory and equip them with the tools to be a successful teacher.

The 'Teachers' Standards' will be used to assess an ECT's performance during their induction period. These standards will be considered against what can reasonably be expected of the ECT within their work context. All judgements will reflect the expectation that the ECT has effectively consolidated their ITTECF and demonstrated their ability to meet the relevant standards consistently over a sustained period. The ECF will not be used as an assessment tool.

A qualified teacher will not be employed as a teacher by the school unless they have satisfactorily completed their induction period, or if they meet any of the exemptions listed in Appendix A.

ECTs serving induction on a full-time basis are required to complete an induction period of two academic years unless they are subject to an official and agreed reduction or extension to this period. In some circumstances. ECTs serving induction on a part-time basis are required to serve the full-time equivalent of two full academic years.

Short-term supply teaching of less than one term will not count towards an ECT's induction, as the time frame is too short to enable them to demonstrate performance against relevant standards. If a supply term is extended, the school will not backdate the induction but will begin the induction upon extension.

Where an ECT is judged to have failed to meet the 'Teachers' Standards' at the end of their induction period, they will not be permitted to repeat induction. They will, however, can appeal against the decision.

Eligibility

To determine eligibility, the Headteacher/Executive Headteacher will undertake preemployment checks on the ECT before the ECT takes up the post – these will be verified by the appropriate body. These pre-employment checks will include determining that the ECT holds QTS. The Headteacher/Executive Headteacher and the appropriate body will check with the TRA that the ECT holds QTS prior to the induction beginning.

If an ECT holds QTS but has already completed a period of induction which resulted in a judgement of failing to meet the 'Teachers' Standards', they will not be eligible to undertake statutory induction at the school. The Headteacher/Executive Headteacher will confirm whether this is the case by consulting the TRA.

The school will not refuse an induction post to an ECT whose QTS was obtained several years ago; although ECTs are encouraged to undertake induction as soon as possible after gaining QTS, there are no barriers to them undertaking induction later. Teachers who completed their ITT between 1 May 2000 and 30 April 2001 (known as Cohort 1 teachers) are also required to pass the QTS numeracy skills test before completing an induction.

Suitable posts

The Headteacher/Executive Headteacher and appropriate body will first agree on the suitability of a post for induction, guided by the following considerations. The post will:

- Have a Headteacher/Executive Headteacher who can make a recommendation about whether the ECT's performance against the 'Teachers' Standards' is satisfactory.
- Have an agreement with an appropriate body to quality-assure the process.
- Provide the ECT with the tasks, experience and support needed to enable them to demonstrate satisfactory performance against the 'Teachers' Standards'.
- Ensure the appointment of an induction tutor who holds QTS and has relevant knowledge and experience.
- Provide the ECT with a reduced timetable to enable them to undertake the activities involved in their induction programme.
- Not make unreasonable demands upon the ECT.
- Not normally demand teaching outside the phase or subject(s) for which the ECT has been employed to teach.
- Not present, on a day-to-day basis, the ECT with unreasonably demanding discipline problems.
- Involve the ECT regularly teaching the same classes.
- Involve planning, teaching and assessment processes like those in which other teachers working in similar posts are engaged.
- Not involve non-teaching responsibilities without the provision of appropriate preparation and support.

The Local Trust Committee will be satisfied that the school has the capacity to support the ECT in the role and that the Headteacher/Executive Headteacher is fulfilling their responsibilities.

The school will recognise that if it enters special measures following an Ofsted inspection, it will not be permitted to offer inductions to ECTs, unless it is given specific permission to do so from an Ofsted inspector. The appropriate body will also need to be satisfied that such circumstance would not unfairly compromise the ECT's ability to successfully their induction.

Beginning induction

Once an ECT has been appointed to a suitable post, the Headteacher/Executive

Headteacher will notify the Appropriate Body in advance of the ECT taking up the post. Upon registration, the ECT will be provided with a named contact to which they may raise any concerns about the induction programme.

The start date for the ECT's induction will be determined by the appropriate body, who will agree this date with the Headteacher/Executive Headteacher and the ECT in advance. This start date will be the date the ECT's induction programme formally begins, which may be a different date from when the ECT's contract with the school begins.

The length of the induction period will also be determined prior to the induction commencing. ECTs are required to serve (part-time or full-time) the full-time equivalent of two academic years to complete their induction. Where an ECT is completing their induction on a part-time basis, the school and the appropriate body will liaise to decide the length of the induction period required for each individual case – this will be always be fair and consider the ECT's working pattern. Where an ECT is completing their induction across more than one school, the appropriate body will make the final decision about how the ECT will meet the equivalent of two years' work.

The school will not commence the ECT's induction until an appropriate body has been agreed. The Headteacher/Executive Headteacher will ensure that the appropriate body with whom an agreement is reached matches the criteria for organisations that can act as an appropriate body. When forming an agreement with an appropriate body, the appropriate body and the Headteacher/Executive Headteacher will agree any reasonable charges the appropriate body may make to the school for its service.

The Headteacher/Executive Headteacher will ensure the ECT is provided with a reduced timetable for their course of induction. This will amount to teaching:

- In the first year (terms 1-3), no more than 90 percent of the timetable of the school's existing teachers on the main pay range.
- In the second year (terms 4-6), no more than 95 percent of the timetable of the school's existing teachers on the main pay range.

These reductions will operate in addition to the timetable reduction related to PPA time.

ECT Tutor

The headteacher will appoint an induction tutor for the ECT, who is expected to hold QTS, and who has the necessary skills, knowledge and experience to provide regular support and guidance and assess the ECT's progress against the Teachers' Standards and will ensure that they are appropriately trained and have sufficient time to carry out the role effectively. This role may be carried out by the headteacher. The induction tutor will meet with the ECT at the start of the programme to discuss and agree priorities for their induction and will be responsible for day-to-day monitoring and support and coordinating of assessment. The ECT is expected to engage actively in this process and to keep their priorities under review throughout the

induction period in discussion with their induction tutor. If the ECT has any concerns about their induction programme, they should be raised with the induction tutor, who will seek to resolve them.

Mentoring and support

ECTs will be provided with a designated mentor to support them through their induction period, usually a relevant member of the school's teaching staff. The individual who becomes the ECT's mentor will be identified by the Headteacher/Executive Headteacher. This mentor will hold QTS and have the necessary knowledge, experience and time available to carry out the role effectively.

The role of the mentor will be held by a different individual to the induction tutor where at all possible. Where this is not possible, the Headteacher/Executive Headteacher may decide to designate a single individual to hold both roles, which may be the Headteacher/Executive Headteacher themselves in exceptional circumstances. Where this is the case, the Headteacher/Executive Headteacher will ensure the individual understands that they are fulfilling two discrete roles and will ensure that the mentoring support offered is kept separate to any assessment of the ECT against the 'Teachers' Standards'.

Mentors are provided for ECTs in a supportive and advisory capacity only; mentors will not carry out formal assessments of ECTs (unless the mentor is the same individual as the induction tutor). Mentors will hold regular one-to-one sessions with ECTs to discuss how the ECT's induction is going, including offering advice and providing an opportunity for the ECT to ask questions or raise any issues.

ECTS will complete their induction training via Ambition Institute. This will be through a funded provider-led programme using their accredited materials. The Induction tutors will liaise directly with the School Improvement Officer from the Trust to support the implementation of the programme. Mentors will receive training to support them in their role. Mentors will be expected to attend these training sessions to ensure they are successful in their role.

Monitoring and assessment

A programme of training based on the ITTECF, embedded as a central aspect of induction that enables the ECT to understand and apply the knowledge and skills set out in the ECTE evidence statements and practice. The headteacher will determine which of the two approaches set out in the statutory guidance will best suit the needs of the ECT and their mentors. The approaches are either a funded provider-led programme, or the school delivers their own training programme. We recognise that the ITTECF is not an assessment tool and is separate from the formal assessment of an ECT's performance against the Teachers' Standards. The induction tutor or another suitable internal or external person with QTS will regularly observe the ECT's teaching against the Teachers' Standards, normally on a [monthly] basis. Following observation, the observer will notify the ECT in advance of the requirement to attend a post-observation review meeting to provide prompt and constructive

feedback, and a brief written record will be made of the feedback given at the meeting. Any development needs will be identified.

ECTs will also be provided with an induction tutor who will provide regular monitoring and support, and coordination of assessment. The induction tutor will be identified by the Headteacher/Executive Headteacher. This individual will hold QTS and will have the necessary skills, knowledge and time available to effectively work in this role. The role of the induction tutor will be held by a separate individual to the individual performing the role of the mentor where at all possible, as outlined above. In exceptional circumstances it may be appropriate for the Headteacher/Executive Headteacher themselves to perform the role of induction tutor.

The main responsibilities of the induction tutor will be to make rigorous and fair judgements about the ECT's progress against the 'Teachers' Standards', and to recognise when early action is required to support an ECT who is experiencing difficulties. ECTs will be informed that they should raise any concerns about their induction with their induction tutor in the first instance. If the matter is not resolved, the ECT will be informed that they can notify their named contact at the appropriate body, who will then investigate the issues raised.

Termly observations of the ECT's lessons will be conducted, usually by the induction tutor. Post-observation review meetings will be arranged in advance of an observation taking place. Following an observation, the ECT and the observer (induction tutor) will meet to review the teaching observed. All feedback provided by the induction tutor will be prompt and constructive. The induction tutor will make a brief written record of the feedback discussed in a review meeting, which will clearly indicate where any development needs have been identified because of the observation.

ECTs will receive progress reviews against the 'Teachers' Standards', conducted by their induction tutors, in each term of their induction where a formal assessment is not scheduled. Progress reviews will not require ECTs to produce any new evidence specifically to inform the review; all progress reviews will draw on existing evidence of ECTs' teaching. ECTs may be asked to provide copies of existing evidence to the induction tutor to help inform the review. A written record of each progress review will be retained by the school and a copy will be provided to the ECT. This record will include:

- Whether the induction tutor believes the ECT is on track to successfully complete their induction.
- A summary of the evidence collected by the induction tutor.
- The agreed development targets for the ECT.
- A review of the ECT's objectives in relation to the 'Teachers' Standards' and the ECT's own individual strengths and needs.

The induction tutor will update the Headteacher/Executive Headteacher on the ECT's progress after each progress review. The induction tutor will also notify the appropriate body whether the ECT is making satisfactory progress towards

successfully completing their induction. Where the induction tutor believes the ECT is not making satisfactory progress, the induction will also outline to Headteacher/Executive Headteacher and the appropriate body the plan they have put in place to support the ECT.

The ECT will be clearly informed of the outcome of their progress review, to ensure that their formal assessments present no unexpected results to the ECT.

ECTs will be formally assessed in the final term of the first year of their induction and again in the final term of the second year of their induction. The exact dates of these assessments will be agreed between the Headteacher/Executive Headteacher and the ECT in advance. Formal assessments will be carried out by the induction tutor or the Headteacher/Executive Headteacher only.

All evidence used for formal assessments will be drawn from the ECT's teaching work during their induction. To reduce the potential burden of evidence collection, the evidence used will largely come from that collected during progress reviews and will consist of existing or working documents. ECTs will not be required to create anything new for a formal assessment. Any evidence used during a formal assessment will be clear and transparent; copies of all evidence used will be provided to both the ECT and the appropriate body. As a result, the school aims for all formal assessments to work in combination with the regular progress reviews; where possible, the ECT should not find any unexpected results from a formal assessment.

The individual undertaking a formal assessment will produce a report following the assessment. This report will make clear how the ECT has been assessed against the 'Teachers' Standards'. Once the report has been completed, the Headteacher/ Executive Headteacher will hold an assessment meeting with the ECT, where the ECT will be able to add their comments to the report. The report will be signed by the induction tutor, Headteacher/Executive Headteacher and ECT. The ECT will then be given the original report and a copy will be sent to the appropriate body. For the final assessment report, the Headteacher/Executive Headteacher will record their recommendation to the appropriate body of whether the ECT's performance throughout their induction has been satisfactorily demonstrated their competence against the 'Teachers' Standards'. For the final assessment meeting, the Headteacher/Executive Headteacher will ensure a copy of the report is sent to the appropriate body within 10 working days of the final assessment meeting.

Where an ECT decides to leave their post at the school after completing one term or more, the induction tutor will complete an interim assessment before the ECT leaves the post.

ECTs undertaking induction are exempt from the Trust appraisal process during the induction period. Performance will be monitored and assessed through the induction process set out in this policy, including progress reviews and formal assessments against the Teachers' Standards. Where concerns arise about the ECT's progress, the provisions of paragraph 8 of this policy will apply.

Completing induction

ECTs will have completed their induction period when they have served:

- The full-time equivalent of two standard academic years (usually six terms); or
- A reduced period of a minimum of one term (as agreed with the appropriate body) based on previous teaching experience; or
- A reduced period for part-time ECTs covering but not equivalent to two academic years (as agreed with the appropriate body); or
- An extended period because of absences occurring during the period; or
- An extension following a decision by the appropriate body or the appeals body.

ECTs are still able to progress both their career and pay grade during and after the two-year induction period and are not adversely impacted by this.

The appropriate body will make the final decision as to whether an ECT's performance against the 'Teachers' Standards' has been satisfactory, considering the recommendations of the Headteacher/Executive Headteacher. The appropriate body will decide within 20 working days of receiving the Headteacher/Executive Headteacher's recommendation. They will then send written notification within three working days of reaching the decision to the ECT and the Headteacher/Executive Headteacher.

If the decision is taken to extend the period of induction, the ECT will be informed of their right to appeal against this decision and provided with the name and address of the TRA. Any appeal will be notified within 20 working days, or the appeal will be deemed to have expired.

Where an ECT fails induction and gives notice that they do not intend to exercise their right to appeal, or when the time limit for an appeal expires, the school will dismiss the ECT within 10 working days.

If the appeal is heard but not upheld, the school will dismiss the ECT within 10 days of receiving the outcome of the hearing. The ECT's name will then be held on the list of persons who have failed to satisfactorily complete an induction period by the TRA.

4. Record-keeping

All records regarding ECTs will be kept in accordance with the school's Records Management Policy.

Assessment forms will be signed by the Headteacher/Executive Headteacher and submitted to the appropriate body in a timely manner. Assessment forms will be completed at the end of each formal assessment period, stating the date an ECT's employment began, how much of the period has been completed, and any changes in work patterns and absences. Assessment reports will be retained for six years, as recommended by the DfE. ECTs will be advised by the school to retain their original copies of assessment reports.

The TRA keeps records of all submitted appeals and will be contacted as needed. The school will consult the Employer Access Online service for records of individuals who have passed or failed their induction.

Where an ECT has already completed part of their period of induction in another school, the Headteacher/Executive Headteacher will contact the ECT's previous appropriate body to obtain copies of any progress review records or assessment reports, including any interim reports. The Headteacher/Executive Headteacher will therefore establish how much required induction time remains for the ECT. The Headteacher/Executive Headteacher will also alert the ECT's new appropriate body of any concerns that were raised about the ECT's progress by previous employers, as necessary.

5. Confidentiality

The school will work with the appropriate body and the TRA to ensure that effective arrangements are in place to facilitate the protection and secure transfer of data related to ECT inductions.

The induction process and assessments will not be shared with others involved in the process and will be treated as confidential.

All ECTs will be made aware of who has been granted access to their assessments. The Local Trust Committee can request termly general reports on the progress of an ECT but cannot automatically have access to this information. The only exception to this is when an ECT has a concern about an assessment, which would require the Local Trust Committee to access the assessment forms to review the situation.

6. Special circumstances

To recognise the experience of ECTs who already have significant experience teaching whole classes and working to the 'Teachers' Standards', appropriate bodies have discretion to reduce the length of the induction period to a minimum of one term; however, the ECT can still serve a full induction if they wish. The appropriate body also has discretion to reduce the prescribed induction period to a minimum of one term. When considering reducing an induction period, the appropriate body will consider advice from the Headteacher/Executive Headteacher and ensure the ECT agrees with the decision.

If an ECT is absent for a total of 30 days or more, the induction period will be extended by the aggregate of total days absent.

ECTs who take statutory maternity leave, statutory paternity leave, statutory adoption leave, shared parental leave or parental bereavement leave during their induction period may decide whether their induction should be extended accordingly to meet this purpose. Any outstanding assessments will not be made until the ECT returns to work and has had the opportunity to decide whether to extend induction. If an ECT chooses to extend their induction in these circumstances, the request will be granted.

If an ECT chooses not to extend the induction period, their performance will still be assessed against the relevant standards.
The appropriate body has the option to extend the period after induction has been completed where it would be unreasonable to expect the ECT to have demonstrated satisfactory performance. Reasons for this may include illness, personal crisis, disability, a lack of support during induction, etc.

In circumstances where records have been lost due to an error or a data loss which is through no fault of the concerned teacher, the appropriate body has the discretion to decide if the ECT can be exempt from induction. The appropriate body will ensure that every avenue has been explored to recover the missing data or identify an audit trail before making such a decision. In reaching its decision, the appropriate body will consider the strength of evidence that an error has occurred or that records are missing or lost.

The appropriate body will also account for any evidence that the teacher has demonstrated they have performed satisfactorily against the relevant standards based on evidence from the teacher's pervious performance management reviews, and where appropriate, the most recent performance management review statements.

For ECTs completing induction in more than one school simultaneously:

- The separate contracts are added together to calculate the number of days of the induction period; each contract must meet the minimum period criteria.
- One Headteacher/Executive Headteacher acts as the lead and will fulfil duties and responsibilities as outlined in this policy.
- One appropriate body will also take the lead in making the decision and is also responsible for gathering evidence from other appropriate bodies who are involved in the process.

7. Unsatisfactory progress and appeals

Additional monitoring and support measures will be put in place when an ECT is not making satisfactory progress, such as holding meetings between the ECT and the Headteacher/Executive Headteacher, organising refresher training, and providing more guided supervision. The induction tutor will record unsatisfactory progress within progress review records and clearly outline the support plan in place.

The induction tutor will notify the appropriate body and linked SSIO of this determination and will share the support plan to be reviewed. The appropriate body and the Headteacher/ Executive Headteacher will be satisfied that:

- Areas of improvement have been correctly identified.
- Give the ECT the opportunity to comment on and discuss the concerns.
- Appropriate objectives have been set to guide the ECT to perform against the relevant standards.
- An effective support program is in place to help the ECT improve performance.

When there are still concerns about the ECT's progress following intervention, the Headteacher/Executive Headteacher will explain to the ECT the consequences of failure to complete the induction period satisfactorily, and discuss the following with them:

- The identified weaknesses
- The agreed objectives set to have them satisfactorily complete the induction to the required standards
- Details of additional support put in place
- Evidence used to inform the judgement
- Details of the improvement plan for the next assessment period

If there are serious capability issues, capability procedures may be instigated before the end of the induction, which may lead to dismissal. This does not prevent them from completing their induction at another school.

If the ECT has had their induction extended or has failed it, the appropriate body will inform the ECT of their right to appeal and the time limit for doing so.

The appropriate body will make the final decision as to whether or not the ECT's performance against the Teachers' Standards is satisfactory within 20 working days of receiving the final assessment report from us, drawing on the recommendation of the headteacher made in the formal assessment report and all available evidence. They will then notify the ECT and us of the decision in writing, within three working days of making the decision. The decision will either be that the ECT
Has performed satisfactorily against the Teachers' Standards and so has completed their induction period;
or Requires an extension of the induction period;
or Has failed to satisfactorily complete the induction period.

If the decision is to extend the period of induction or that the ECT has failed their induction period, the appropriate body will also notify the Department for Education (DfE) via the 'record inductions as an appropriate body' service within three working days.

8. Monitoring and review

The Local Trust Committee is responsible for reviewing this policy **annually**. The next scheduled review of this policy is **September 2027.**

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the Headteacher/Executive Headteacher immediately. Any changes to this policy will be communicated to all relevant stakeholders.

Appendix A

Exemptions

A qualified teacher may be employed by the school without having satisfactorily completed an induction period if they meet the requirements set out in the DfE Statutory Guidance for Induction for ECT. This is explained in Annex A of the guidance. Headteacher/Executive Headteachers should refer to the guidance if there is evidence that an exemption might apply. Headteacher/Executive Headteachers should discuss this with the Appropriate Body at the earliest convenience for clarification.