



SENDAT Early Careers Teachers (ECT) policy

**This policy is reviewed annually by the
Provision, Standards and Attainment (PSA) Committee.**

This policy links to the following policies and procedures:

- Appraisal
- Grievance
- Pay
- Induction and Probation

History of document

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1. STATEMENT OF INTENT

- 1.1 SENDAT is a Multi Academy Trust specialising in the care and education of young people with Special Educational Needs and Disabilities. This policy should be considered in the light of this context and the complexity of need that is accommodated within the Trust.
- 1.2 The SENDAT Board of Directors recognises the entitlement of a work/life balance for all staff colleagues as established in their terms and conditions of working. Consequently, this policy has been workload impact assessed (see Appendix 1) and SENDAT Schools/APs will organise all activities relating to this policy within normal working hours.
- 1.3 The SENDAT Board of Directors is committed to ensuring that this policy is applied in a way that is fair and non-discriminatory.

2. Aims

- 2.1 The Department for Education (DGE) statutory policies for schools and academy trusts states that schools need to have a policy for Newly Qualified Teachers (NQTs). From 1st September 2021, NQTs will be known as Early Career Teachers (ECT)s. It is statutory to have an up-to-date policy for ECTs in schools and other settings.

SENDAT and all its constituent Schools / Alternative Provisions (APs) aims to:

- Run an ECT induction programme that meets all the statutory requirements
- Provide ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers
- Ensure all staff understand their role in the induction programme

3. Legislation and statutory guidance

- 3.1 This policy is based on the Department for Education’s statutory guidance ‘Induction for Early Career Teachers (England) Statutory guidance for appropriate bodies, Headteachers, school staff and governing bodies, revised March 2021 to come into force on 1st September 2021).

The ‘relevant standards’ referred to below are the [Teachers’ Standards](#).

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

4. The induction programme

- 4.1 A career in teaching is both rewarding and demanding. The statutory induction period is the bridge between initial teacher training and a career in teaching. Fundamentally, statutory induction pivots around a pre-planned programme of development, support and professional dialogue, including the Early Career Framework (ECF), alongside monitoring and assessment against the Teachers’ Standards.
- 4.2 The programme is quality assured by the SENDAT Trust Leadership Group (TLG).
- 4.3 SENDAT statutory induction processes have been developed to ensure our ECTs feel supported and challenged, both professionally and personally, and to enable them to have a positive impact on outcomes for our students. Statutory induction for ECTs supplements the SENDAT induction process for all new staff and ensures the ECT is provided with appropriate guidance, support, training, development opportunities, monitoring and assessment through a structured but flexible individual programme.
- 4.4 Our induction processes will:
- Support each ECT to demonstrate they can meet all the Teachers’ Standards, ‘consistently over a sustained period’; statutory guidance, paragraph 1.8 and successfully complete their statutory induction period.
 - Ensure each ECT receives their statutory entitlements: trained induction tutor and dedicated ECF mentor with QTS; a reduced timetable for professional development (in addition to PPA time), observation of experienced teachers; have no unreasonable demands made of them; a pre-planned induction programme; a support plan when necessary; an ECF-based induction programme; formal observation of teaching at least each half-term with verbal and written feedback; regular meetings with the induction tutor and half-termly reviews of progress; fair and rigorous assessment against all of the Teachers’ Standards; two formal assessment meetings and reports, and a named contact at the Appropriate Body.

For SENDAT Suffolk schools, the contact at the Appropriate Body is Emma Hepburn
electenquiries@suffolk.gov.uk

For SENDAT Norfolk schools, the contact at the Appropriate Body is Denise Beckett
denise.beckett@norfolk.gov.uk

- Ensure each ECT accesses an ECF-based induction programme with dedicated support from their mentor.
- Provide appropriate support, advice and guidance to each ECT based on individual talents and needs including lesson observations each half-term.
- Provide examples of good practice and facilitate each ECT observing effective teaching based on their development needs.
- Support ECTs to develop positive relationships with all members of the School/AP community for the enhancement of student outcomes.

- g. Encourage ECTs to become reflective practitioners, supported by ECF resources and personnel to aid personal development.
- h. Acknowledge success and celebrate good practice.
- i. Provide opportunities for professional development beyond the ECF if required.
- j. Support an understanding of the full role and responsibilities of a teacher.

This policy is underpinned by a whole Trust commitment to support teachers new to the profession to develop their skills, pedagogy, and practice.

5. ROLES AND RESPONSIBILITIES

5.1 SENDAT BOARD OF DIRECTORS/TRUSTEES

SENDAT Directors have responsibility to ensure the Trust and all its constituent Schools / Alternative Provisions (APs) complies with all aspects of the statutory guidance. Prior to an ECT being employed the Directors will carefully consider the School/AP's capacity to fulfil its obligations towards each ECT. The Directors will be kept informed of induction arrangements and outcomes of formal reports.

5.2 HEADTEACHER/HEAD OF SCHOOL/AP

The Headteacher / Head of School/AP has a significant role in the statutory induction process and will:

- a. Ensure all ECTs are registered with an Appropriate Body, which in the case of SENDAT is the Julian Training School Hub (TSH);
- b. Work closely with the Appropriate Body throughout the statutory induction period, including quality assurance processes and any necessary fidelity checks;
- c. Ensure an appropriate ECF-based induction programme is in place;
- d. Appoint an induction tutor who has qualified teacher status, the time, and skills to undertake the role, and is appropriately trained;
- e. Appoint a dedicated ECF mentor who has qualified teacher status, the time, and skills to undertake the role, and is appropriately trained;
- f. Ensure an appropriate, pre-planned induction programme is drawn up by the induction tutor and ECT;
- g. Ensure the ECT is provided with all statutory entitlements;
- h. Ensure the ECT has a suitable role to undertake induction as in paragraph 2.17¹ of the statutory guidance;
- i. Ensure assessment and monitoring is carried out and evidence of progress towards meeting the Teachers' Standards is recorded in professional reviews, progress reviews and assessment reports;
- j. Ensure the ECT is made aware (in writing), at any point during induction they are deemed 'not on track' to meet all the Teachers' Standards by the end of the statutory induction period;
- k. Ensure the Appropriate Body is contacted at any point during induction the ECT is deemed 'not on track' to meet all the Teachers' Standards by the end of the statutory induction period;

¹ [Statutory guidance](#)

- l. Ensure a support plan is put in place for any ECT deemed 'not on track' in order to bring them back on track;
- m. Ensure the support plan is shared with the Appropriate Body and work with them to bring the ECT back on track;
- n. Make a final recommendation to the Appropriate Body as to whether the ECT has satisfactorily met all the Teachers' Standards, 'consistently over a sustained period' statutory guidance paragraph 1.8, and should pass their induction period
- o. Keep the Directors informed about induction arrangements for ECTs in the School/AP.

5.3 INDUCTION LEAD

The Induction Lead ensures that induction tutors and mentors are fulfilling their role and provides support to them. The SENDAT Induction Lead is Jo Pettingale (Head of School, Stone Lodge Academy).

The Induction Lead will:

- a. Ensure induction tutors and mentors are aware of their responsibilities;
- b. Ensure key milestones and processes throughout the year are planned for and executed efficiently;
- c. Undertake some paired observations to moderate judgements across the Trust and ensure a consistent and appropriate view of expectations in relation to the Teachers' Standards at different stages of an ECT's ;
- d. Audit professional reviews, progress reviews and assessment reports for all ECTs;
- e. Be the first point of contact when an induction tutor or mentor has concerns about an ECT's progress.]

5.4 INDUCTION TUTOR

Many tasks associated with the Headteacher / Head of School/AP may be delegated to the induction tutor or other suitably experienced colleagues.

The Induction Tutor will:

- a. Ensure ECT is kept up to date on their progress and there will be nothing unknown, no surprises, at the time of a formal assessment;
- b. Have responsibility for the day-to-day oversight of the pre-planned induction programme;
- c. Meet regularly with the ECT, retaining signed and dated meeting notes that provide transparency and access for ECT, Induction Tutor, Headteacher / Head of School/AP / Induction Lead and SENDAT Appropriate Body;
- d. Undertake, and/or, arrange lesson observations as necessary, at least each half-term;
- e. Provide opportunities for the ECT to observe experienced teachers to support their understanding and professional development;
- f. Have oversight of the ECT's use of the timetable reduction for professional development;
- g. Arrange support when necessary;
- h. Ensure rigorous and fair assessment throughout the induction process including professional reviews, progress reviews and assessment reports;
- i. Liaise with the dedicated ECF mentor to ensure pertinent information is considered;

- j. Inform the Headteacher / Head of School/AP and the Appropriate Body, at the earliest opportunity, if concerns arise that the ECT is not 'on track' to meet all the Teachers' Standards, 'consistently over a sustained period' by the end of the statutory induction period';
- k. Write a support plan and work with the ECT to bring the ECT back 'on track';
- l. Share the support plan with the ECT, Headteacher / Head of School / Induction Lead and Appropriate Body;
- m. Seek support, advice, and guidance from the Induction Lead / Appropriate Body as necessary;
- n. Ensure reviews and assessments are completed on time so that the Appropriate Body can meet its obligations and ensure ECTs are informed of outcomes within the statutory timeframe.

5.5 DEDICATED ECF INDUCTION MENTOR

The mentor has the main responsibility for working with the ECT and the ECF throughout the statutory induction period.

The induction mentor will:

- a. Work collaboratively with ECT and others in the school to ensure ECT receives a high-quality ECF-based induction programme;
- b. Meet regularly with the ECT for structured mentor sessions based on the ECF;
- c. Provide targeted feedback and instructional coaching based on ECF training programme and take prompt action if ECT appears to be having difficulties;
- d. Provide, or broker, effective support when required, which may be phase or subject specific;
- e. Ensure Headteacher / Head of School/AP and ECT are aware if there are any concerns the ECT is not on-track to meet the Teachers' Standards by the end of the statutory induction period;
- f. Work with the Induction Tutor and ECT if a support plan is required.

5.6 EARLY CAREER TEACHER (ECT)

The ECT is expected to participate fully in the induction process, including all ECF activities, and demonstrate their capacity to meet all the Teachers' Standards, 'consistently over a sustained period'; statutory guidance paragraph 1.8².

The ECT will:

- a. provide evidence of Qualified Teacher Status;
- b. Collaborate with the induction tutor to write a pre-planned induction programme;
- c. Agree with the Induction Tutor how the reduced timetable will be used;
- d. Provide evidence of how the Teachers' Standards are being met throughout the induction period;
- e. Participate fully in the monitoring and development programme;
- f. Work closely with the ECF dedicated mentor to access all aspects of the ECF to develop skills, pedagogy and practice to impact positively on outcomes for students;

² [Statutory guidance](#)

- g. Participate effectively in observations, professional reviews, progress reviews and formal assessment meetings;
- h. Retain personal copies of both formal assessment reports.

If an ECT has any concerns about induction processes they should be raised within the School / AP in the first instance. Where the School/AP is not able to resolve the concerns the ECT should raise concerns with the Appropriate Body named contact at <https://www.thejulian-tsh.org.uk/>

ECTs will be reminded that their professional association is another source of advice and support.

6. THE EARLY CAREER FRAMEWORK

- 6.1 From 1 September 2021 SENDAT Headteachers / Head of School/APs are expected to ensure ECTs receive an ECF-based training programme that is embedded into induction practices in the School /AP. The School/AP will follow a provider-led Full Induction Programme that follows resources from an accredited provider designed, developed, and delivered programme based on the ECF.
- 6.2 The Full Induction Programme Provider is Ambition Institute with the Julian Teaching School Hub. The training provider uses materials accredited by the DfE and validated by the Education Endowment Fund to ensure all ECTs receive a high-quality programme of training and development.

7. MONITORING, ASSESSMENT, AND REPORTING

- 7.1 The induction tutor and ECT will undertake a professional review of practice by half-term in October 2021, February 2022 and June 2023. These will support the ECT and induction tutor to gather evidence related to the Teachers' Standards and will be used to write formal reports. These will be uploaded to ECT Manager.
- 7.2 Progress reviews will be completed by 10 December 2021 and 1 April 2022 for all ECTs.
- 7.3 The first formal report will be completed by 14 July 2022 for full time ECTs. ECT Manager will generate the date of the first formal assessment for any part-time ECTs)

8. APPROPRIATE BODY

- 8.1 The Appropriate Body has the main quality assurance role for statutory induction. The School/AP will work with the Appropriate Body by participating in quality assurance visits, phone calls and requests for information as appropriate
- 8.2 The Appropriate Body is available to the school throughout induction and can be contacted via email, telephone or ECT Manager Helpdesk Tickets: ETC mailbox:

electenquiries@suffolk.gov.uk

Suffolk ECT and Appropriate Body Officer: celia.moore@suffolk.gov.uk tel: 07834 006469

Norfolk ECT and Appropriate Body Officer: denise.beckett@norfolk.gov.uk

APPENDIX 1

WORKLOAD IMPACT ASSESSMENT CHECKLIST

CHECKLIST	YES/NO
This policy complies with and is consistent with the contractual entitlements of all staff colleagues affected by this policy, either directly or indirectly.	Yes
This policy and any related procedures was introduced following full consultation with staff and recognised TU representatives.	Yes
This policy and any related procedures include a specific statement regarding workload impact.	Yes
The impact of this policy and related procedures is that they have not added additional hours of working.	Yes
This policy does not duplicate any other existing SENDAT policy.	Yes
All policies are regularly reviewed in order to assess whether they are outdated and/or unnecessary.	Yes
All SENDAT Schools / APs have identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.	Yes
All staff colleagues affected by this policy will be trained where necessary to ensure the policy and any related procedures will not increase workload to an unacceptable level.	Yes
This policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.	Yes