



HISP TSH Appropriate Body Welcome Briefing

(Assessment Programme)

Tuesday 15th September 2026

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AGENDA

- **ECT Induction Overview**
- **Registrations**
- **Statutory Entitlements**
- **AB Handbook**
- **Documentation Access**
- **Check In Visits**
- **Staying in touch**

BRIEFING DETAILS

- This briefing is for new ECTs and their Induction Tutors. Mentors and Headteachers are also very welcome.
- Please ensure microphones are muted.
- This briefing is being recorded.

ECT Overview

Appropriate Body (AB)

**Assessment programme for
ECTs against the Teachers'
Standards**

**To quality assure the statutory
teacher Induction on behalf of
the DfE**

ECT Manager

ECTP – Training Programme

**Training programme for ECTs
(not assessed)**

**Early Career training materials
for ECTs and Mentors, provided
by a Lead Provider**

Lead Providers :

Ambition
Institute
ed
NlOT
Teach First
UCL

ECT Registrations



1. Your ECT must be registered with DfE RECT Service :

[Register early career teachers - Register early career teachers - GOV.UK](#)

This registration will pull through to your chosen ECTP (Early Career Training Programme) provider*

*Providers :

Ambition Institute | edt | NIoT | Teach First | UCL

2. Your ECT must be registered with an Appropriate Body :

[ECT Manager](#)



Appropriate Body ECT Registrations

ECTs must be registered with an Appropriate Body : [ECT Manager](#)



ECT Manager is the portal where documentation and evidence is held for statutory Induction (the Assessment process).

This includes termly Progress Reviews, annual Formal Assessments, formal ECT Observations, Best Practice Observations and (where necessary) additional support documentation.

INVOICES for Appropriate Body Services will be issued to Finance Teams/ Colleagues at all schools during November and December for September 2026 starters.

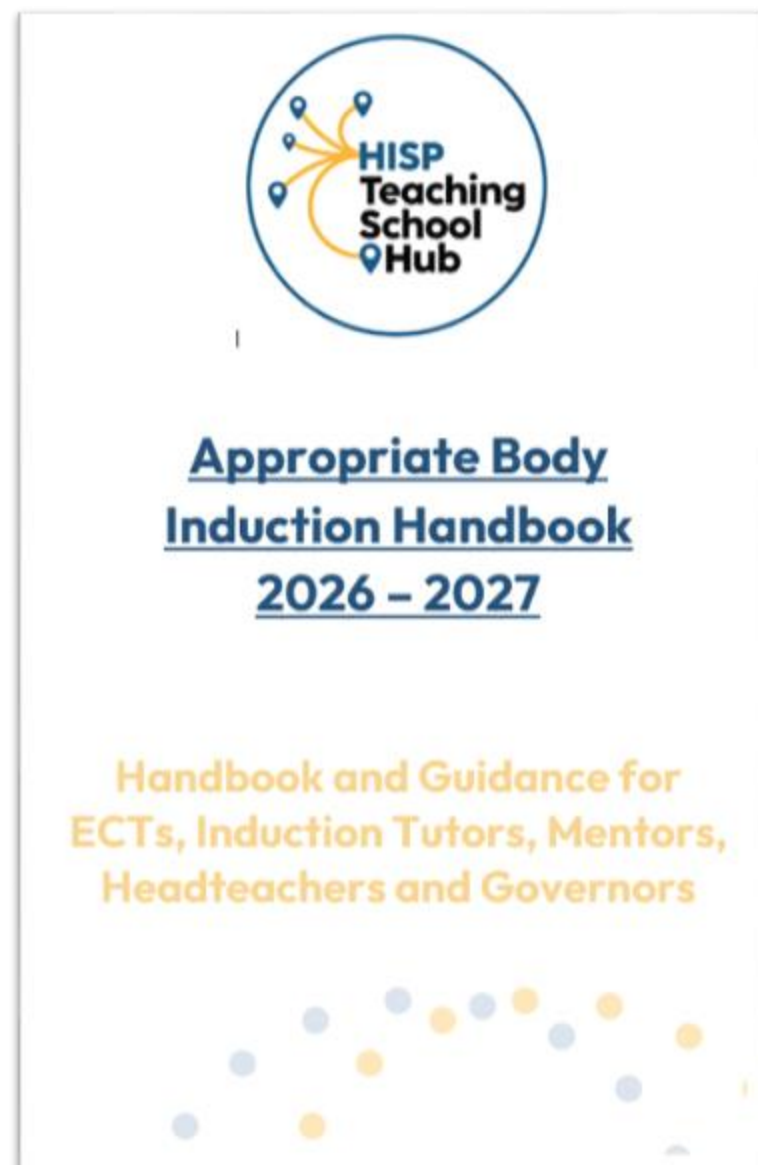


Statutory Entitlements

Every ECT is entitled to receive the full two-year Induction, the statutory entitlements include :

- Support from a dedicated Mentor (weekly in Year 1, fortnightly in Year 2)
Access to ECTP (Early Career Training Programme) self-study materials and instructional coaching
- Reduction in teaching timetable (10% reduction in Year 1, 5% reduction in Year 2)
- Formal Observations each term (minimum) with written and verbal feedback applied to the Teachers' Standards, completed by the Induction Tutor. We recommend each half term.
- Opportunities to observe experienced/ expert teachers We recommend 2 – 3 each half term.

AB Handbook 2026 - 2027



Section	Contents	Page
1	Introduction and Key Information	3
2	A Suitable Post for Induction and the Induction Period	5
3	Monitoring, Support and Assessment during Induction	10
4	Unsatisfactory Progress	17
5	Quality Assurance Processes	20
6	Completing the Induction Period	22
7	Roles and Responsibilities	26
8	Documentation	32
9	Appendix A – Guidance for Induction Tutors – Supporting Neurodiverse ECTs	38

Highlights

← Page 10 - Monitoring

← Page 15 – Grading Descriptors

← Page 26 – ECT wellbeing

← Page 33 – BP observations

← Page 38 – Neurodiversity Appendix

AB Induction Handbook



Section 2

A Suitable Post for Induction and the Induction Period

Key Roles to support each ECT

- Induction Tutor as formal assessor against the Teachers' Standard
- Mentor as mentor and coach to facilitate ECTP (Early Career Training Programme)

Section 3

Monitoring, Support and Assessment during Induction

The Appropriate Body's role is to quality assure and monitor the support for ECTs and ensure statutory entitlements are being provided

ECTP provision | Induction Tutor and ECT expectations | Assessment writing | Raising Concerns

Grading Descriptors A | B | C | D | E (A, B, C = On Track | D, E = Not On Track)

Grading Descriptors

- Every ECT; each termly reports

Grading Descriptors A | B | C | D | E (A, B, C = On Track | D, E = Not On Track)

A : Exceeding Expectations. This ECT is currently excelling in their practice. They are consistently and independently meeting the Teachers' Standards.

B: Above Expectations. The ECT demonstrates many strengths. They are consistently and securely meeting and, in some cases, exceeding the Teachers' Standards.

C: Meeting Expectations. The ECT demonstrates some strengths, is making good progress with ongoing development areas, and is meeting the Teachers' Standards.

D: Below Expectations. The ECT is working towards consistently meeting the Teachers' Standards; with ongoing areas of development, warranting additional support from within school.

E: Causing Concern. The ECT has several areas for development that require attention in order to meet the Teachers' Standards, therefore warranting significant support from within school.

AB Documentation

Copies of HISP TSH AB documentation can be accessed in two locations:

- [ECT Manager](#)
 - > select 'Resources'
- [HISP TSH Website](#)
 - > select AB
 - > select 'AB Documentation'



Resource List	
Name	
.1. AB Induction Handbook	
.2. AB Documentation Overview	
.3. ECT Lesson Observation Feedback form	
.4. Best Practice Lesson Observation Form	
.5. Personal Support Plan Template (Year 1)	
.6. Cause for Concern Support Plan Template (Year 2)	
.7. ECT and Induction Tutor Meeting Notes Template (Optional)	
.8. ECT and Mentor Meeting Notes Template (Optional)	
.9. Reduction Request Form	
.10. Reduction Request Form (Part Time)	
.11. Post 16 Reflective Journal	
.12. ECT Policy Template	



AB Documentation

Welcome to the AB Documentation section.

Below you will find guidance documents, templates, and forms:

- AB Induction Handbook
- AB Documentation Overview
- ECT Lesson Observation Feedback Form
- Best Practice Lesson Observation Form
- ECT & Induction Tutor Meeting Notes Template (Optional)
- ECT & Mentor Meeting Notes Template (Optional)
- Personal Support Plan Template (Yr 1)
- Cause for Concern Support Plan Template (Yr 2)
- Reduction Request Form (Part-time)
- Reduction Request Form

Observations

- Formal Lesson observations should be for the full lesson duration, formal feedback (written and verbal) should be provided in a timely manner, further details in AB Induction Handbook
- Create the following folders in ECT Manager for observation records to be held centrally.

'ECT Lesson Observation Feedback Folder'

'Best Practice Observation Folder'



Progress Reviews and Formal Assessments



Induction Tutors

- Progress Reviews (at the end of terms 1, 2, 4, 5), written by the Induction Tutor
 - detailing 3 areas of strength/ growth and 2 areas of development
- Formal Assessments (two; one at the end of terms 3 and 6), written by the Induction Tutor
 - detailing the extent to which an ECT is meeting each of Teachers' Standards and areas of development

ECTs

- Yes/ No questions to confirm receipt of Statutory Entitlements
- ECT questions
 - detailing their reflections on successes, progress and new areas of development

Support Plans



Grading Descriptors A | B | C | D | E (A, B, C = On Track | D, E = Not On Track)

Year 1: Personal Support Plan (Year 1)

Year 2: Cause for Concern Support Plans (Year 2)

You will need to create Support Plan folder on ECT Manager with SIGNED copy – please name with initials and the month.

- Folders:

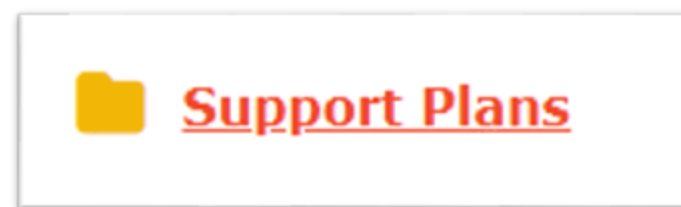
'KW Personal Support Plan - Year 1'

'KW Cause for Concern Support Plan – Year 2'

- Documents :

'KW Personal Support Plan - March 2026'

'KW Cause for Concern Support Plan – March 2026'



Quality Assurance Check In Visits



- Appropriate Bodies are required to visit a sample of their schools to quality assure and monitor the support for ECTs and ensure statutory entitlements are being provided.
- We select a sample of schools each term to visit, we will also visit schools if concerns are raised.
- You are notified well in advance of these visits and introduced to our Quality Assurance Officers – to arrange a suitable date and time.

Further detail in Section 5 of the AB Handbook.

The visit includes :

- Learning Walk to observe ECTs
- Meeting with ECT/s
- Meeting with Mentor/s
- Meeting with Induction Tutor/s
- Overview of documentation on ECT Manager

Staying in touch



- AB Handbook [HISP Teaching School Hub - AB Documentation](#)
- AB Induction Tutor [121 Guidance Meetings](#)
 - 20-minute meetings are available every week
- Termly [Induction Tutor Briefings](#)
- Termly AB Bulletins (emailed to all ECTs and Induction Tutors)
- Today's FAQs and Presentation
- Contact details - AB@hisptsh.org

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Thank You

