



HISP TSH Appropriate Body Induction Tutor Briefing

(Assessment Programme)

Wednesday 1st October 2025

Kate Walker
HISP TSH Appropriate Body
Services Lead

BRIEFING DETAILS

- This briefing is for Induction Tutors.
- Please ensure microphones are muted.
- This briefing is being recorded.





AGENDA

Registrations to date

ECT Statutory Entitlements

AB Handbook signposting

Routines for the term

- **Observations**
- **Best practice observations**
- **Preparing for assessment writing**

AB Check In Visits

AB Contact details & Staying in touch

ECT Induction Overview

Appropriate Body (AB)

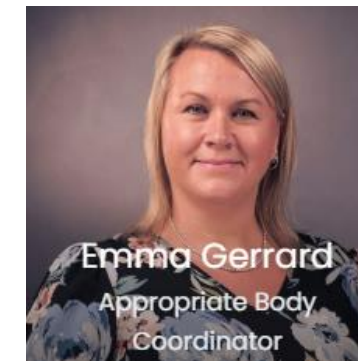
**Assessment programme for
ECTs against the Teachers'
Standards**

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

**Kate Walker
Appropriate Body Lead**



Meet the Team



Emma Gerrard, AB Coordinator

Wendy Precious, TSH Coordinator

Kate Walker, AB Services Lead

Chantelle Ridout, TSH Administration Assistant

David Higginbottom, Head of TSH

Kerry Somers, Programmes Lead

Molly McBurnie, Programmes Coordinator

Thank You

For the role you play as formal assessor of ECTs in your school.

Your roles and responsibilities are outlined in our HISP TSH AB Handbook and in the DfE guidance.

Registrations so far for a September start have been incredible!
Please get in touch as soon as ECTs join your school.

Statutory Entitlements for every ECT

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.

Our AB Induction Handbook



Appropriate Body Induction Handbook 2025 – 2026

**Handbook and Guidance for
ECTs, Induction Tutors, Mentors,
Headteachers and Governors**

Section	Contents	Page
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2	A Suitable Post for Induction and the Induction Period	5
3	Monitoring, Support and Assessment during Induction	10
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5	Quality Assurance Processes	20
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Accessible on both :
[HISP Teaching School Hub - Home](#)
[ECT Manager](#)

Routines for the term

Meet with each ECT - there is a meeting template to support you, if needed.

Check

- ☐ Is ECT receiving all entitlements? (Teaching reduction, Mentoring, observing Best practice, Formal Observations)
- ☐ Is ECT utilising their entitlements?
- ☐ Do they need any signposting?
- ☐ How reflective are they? Strengths, areas of development?
- ☐ Have they made two folders on ECT Manager, under the documents section?

Book In

- ☐ Formal observation /s
- ☐ Induction Tutor meeting and feedback

Consider your Autumn term timeline – your assessment will need submitting on (or before) 12th December.

Observations

Formal Lesson observations by the Induction Tutor (Statutory Entitlement)

- They 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
- Using the ECT Lesson Observation Feedback Form template
- The ECT should have created the following folders in ECT Manager for observation records to be held centrally.

Label them :



Best Practice Observation Folder



ECT Lesson Observation Feedback Folder

Advice on Best Practice Observations



Best Practice Observations – observing experienced/ expert teachers (Statutory Entitlement)

- Directing Best Practice Observations for ECTs
- ECTs seeking out Best Practice Observations

Consider

Within Subject/ Year Group/ Cohort

Out of Subject/ Year Group/ Cohort

Seeing experts and experience

Seeing other ECTs and recently qualified colleagues

Within your own school setting

Outside of own school setting

Seeing particular learners / class

Joint best practice observations/ learning walks – with IT, Mentor, T&L Lead – these colleagues would be able to signpost where best practice is being displayed.

This should all start to inform...

Your report writing for the Autumn term!

The majority of Autumn term reports are due on (or before) Friday 12th December.

Consider your timeline :

Formal observation date =

Formal meeting with ECT date =

Informal drop ins / learning walks =

Seek feedback from colleagues* =

When is half term? What can be done before / after half term?

*Mentor / Line Manager / Subject Lead / Phase Lead / Senior Leaders / Headteacher

In our next Induction Tutor briefing in November, we will focus on writing these in more detail.

Report Grading



Progress Grading	Recommendation
A: This ECT is currently making good progress towards meeting the Teachers' Standards.	They 'are making satisfactory progress'
B: The ECT has many strengths with a few areas for development that are being addressed.	They 'are making satisfactory progress'
C: The ECT has strengths, some areas for development have been met and some are still being worked on.	They 'are making satisfactory progress'
D: Development needed in basic practice, warranting additional support from within the school*.	They 'are <u>not</u> making satisfactory progress'*
E: Considerable areas for development required in basic practice, giving rise for serious concern. Additional support needed for school and ECT*.	They 'are <u>not</u> making satisfactory progress'*

You will be asked two questions initially; to grade your ECT and to recommend if they are on track or not.

Note that grading corresponds to whether an ECT is on track or not:

*They 'are not making satisfactory progress' corresponds to a D and E grade being attributed. An additional Support Plan must be put in place; the ECT, Headteacher and Appropriate Body must be informed immediately. Support Plan to be uploaded onto ECT Manager for our reference.

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 each term to visit, we will also visit schools if concerns are raised.

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

Purpose : to share best practice and support

Staying in touch



- AB Induction Tutor [121 Guidance Meetings](#)
 - 20-minute meetings are bookable every week.
- Regular [Induction Tutor Briefings](#)
 - Wednesday 1st October from 3.30pm - 4.30pm (today for Autumn 1)
 - Tuesday 18th November from 3.30pm - 4.30pm (for Autumn 2)
- Half Termly AB Bulletins (emailed)
- ECT Postcards (sent to you on Monday 29th Sept)
- Contact details - AB@hisptsh.org

Emma Gerrard, AB Coordinator - 02382 145526 (9am – 3pm)

Wendy Precious, TSH Coordinator – 02382 357517

Kate Walker, AB Services Lead - 02380 011154



Thank You

