



# **HISP TSH Appropriate Body Welcome Briefing**

**(Assessment Programme)**

**Tuesday 21st April 2026**

**Kate Walker**  
**HISP TSH Appropriate Body**  
**Services Lead**

# 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.





# AGENDA

**Registrations**

**Statutory Entitlements**

**AB Handbook**

**Documentation Access**

- **Observations**
- **Progress Reviews and Formal Assessments**
- **Support Plans**

**Check In Visits**

**Staying in touch**

**FAQs**



# ECT Programme 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**



**ECTP - Training Programme**

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

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

**Kerry Somers**

**Programmes Lead (edt)**

Lead Providers:  
Ambition Institute  
edt  
NlOT  
Teach First  
UCL

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# ECT Registrations

1. Your ECT must be registered with DfE : [Manage training for early career teachers](#)

AND

Must be registered with an ECTP (Early Career Training Programme) provider\*

2. Your ECT must be registered with an Appropriate Body : [ECT Manager](#)

\*Providers :

Ambition Institute

edt

NIoT

Teach First

UCL



# Appropriate Body ECT Registrations

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



ECT Manager is the central portal where documentation is held for each ECT; including Progress Reviews, Formal Assessments, Observations and (where necessary) additional support documentation.

INVOICES for Appropriate Body Services will be issued to Finance Teams/ Colleagues at all schools in June 2026 for April 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.

# Updates to 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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# AB Induction Handbook Highlights



Section 2

A Suitable Post for Induction and the Induction Period

Ensuring the expectations of an ECT and their role are appropriate  
Recommendations for use of ECT Induction time (10% and 5% reduction)  
Roles of Induction Tutor and Mentor

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

# AB Induction Handbook Highlights

## Section 3

## Monitoring, Support and Assessment during Induction

Overview to ITTECF based training – the Appropriate Body must ensure an ECTP (Early Career Training Programme) of ECTE (ECT Entitlement) is being provided

Overview to the fees for Registration

Induction Tutor observations expectations

Assessment writing

- Progress Reviews
- Formal and Final Assessments
- Interim Assessments

Raising Concerns



# AB Induction Handbook Highlights



## Section 5

## Quality Assurance Processes

We utilise a range of activities to quality assure the support and assessment ECTs receive in school, for example :

- School Partnership Agreements
- ECT statutory entitlement checks
- School Check In visits
- Guidance meetings
- Briefing sessions for Induction Tutors
- Half termly bulletins

## Section 7

## Roles and Responsibilities

Explains roles and expectations of:

- The ECT
- The Headteacher
- The Induction Tutor
- The Mentor
- The Appropriate Body
- The School's Governing Body
- The Teacher Regulation Agency



# AB Documentation access

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

- 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
- Post 16 Reflective Journal

# 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



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 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**

# Staying in touch



- AB Induction Tutor [121 Guidance Meetings](#)
  - 20-minute meetings are bookable every week.
- Regular [Induction Tutor Briefings](#)
- Half Termly AB Bulletins (emailed to all ECTs and Induction Tutors)
- Contact details - [AB@hisptsh.org](mailto:AB@hisptsh.org)

Emma Gerrard, AB Coordinator - 02382 145526

Kate Walker, AB Services Lead - 02380 011154

Summer term registration invoices (2026) – issued to schools in June (2026)



**Thank You**

