

# HISP TSH Appropriate Body Welcome Briefing

(Assessment Programme)

Tuesday 16th September 2025

HISP TSH Appropriate Body Services Lead





- This briefing is for Induction Tutors and new ECTs.
   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 <a href="https://forms.office.com/e/0dqRqEJmuE">https://forms.office.com/e/0dqRqEJmuE</a>



#### **ECT Programme Overview**

Manager

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

Lead Providers:

**Ambition Institute** 

edt

Kerry Somers

NIoT
Teach First
UCL

Programmes Lead (edt)



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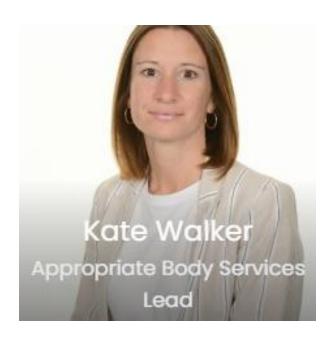
Programmes Lead (edt)



#### 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

#### **ECT Registrations**

- 1. Your ECT must be registered with DfE: Manage training for early career teachers
- 2. Your ECT must be registered with an Appropriate Body: ECT Manager
- 3. Must be registered on an ECTP (Early Career Training Programme)

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# **Appropriate Body ECT Registrations**



Must be registered with an Appropriate Body: **ECT Manager** 



- Details required include
- The ECT's full name, address, TRN, personal contact details; email and phone number, DOB
- The Schools's details; address and phone number, the named Mentor, the named Induction Tutor, the named Headteacher, URN

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 at all schools in December for September 2025 starters.



# **Statutory Entitlements**

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

- <u>Support from a dedicated Mentor</u> (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



#### <u>Appropriate Body Induction</u> <u>Handbook 2025 – 2026</u>

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

Section	Contents	Page
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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 <u>formal assessor</u> against the Teachers' Standard
- Mentor as mentor and coach to facilitate ECTP (Early Career Training Programme)



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

- Provider Led Induction
- School Led Induction

Overview to the fees for Registration Induction Tutor observations expectations Assessment writing

- Progress Reviews
- Formal and Final Assessments
- Interim Assessments

Raising Concerns



Section 5

**Quality Assurance Processes** 

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

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

Section 7

Roles and Responsibilities

Explains roles and expectations of:

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



Section 8

**HISP TSH Appropriate Body Documentation** 

#### Compulsory Documentation

- ECT Lesson Observation Feedback Form
- Best Practice Observation Form
- Post 16 Reflective Journal (Only for ECTs in KS5 settings)

#### Where required;

- Personal Support Plan (PSP)
- Cause for Concern Support Plan (C4CSP)

ECT Manager portal
Progress Reviews

Formal/Final Assessments

Uploading documentation onto ECT Manager – Top Tips

Optional Documentation

ECT and Induction Tutor Meeting Notes Form

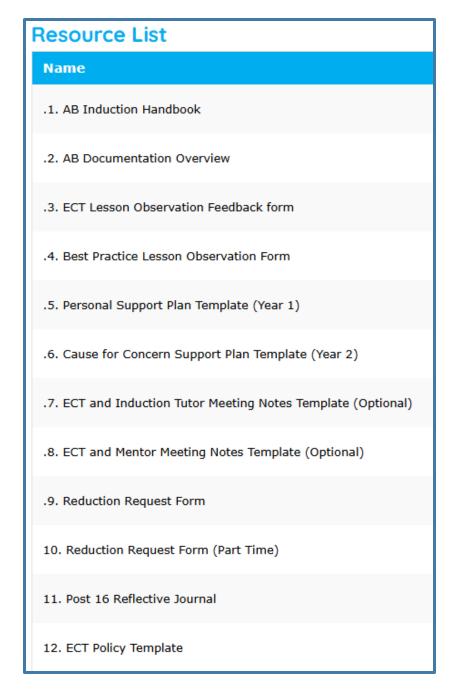
ECT and Mentor Meeting Notes Form



#### **AB Documentation access**

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

- <u>ECT Manager</u> > select 'Resources'
- HISP TSH Website > select AB > select 'AB Documentation'







#### **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'



Best Practice Observation Folder

ECT Lesson Observation Feedback 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 2025'
'KW Cause for Concern Support Plan — March 2025'

#### **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 <u>121 Guidance Meetings</u>
- 20-minute meetings are bookable every week.
- Regular <u>Induction Tutor Briefings</u>
- Wednesday 1st October from 3.30pm 4.30pm
- Tuesday 18th November from 3.30pm 4.30pm
- Half Termly AB Bulletins (emailed)
- ECT Postcards
- Contact details <u>AB@hisptsh.org</u>

Emma Gerrard, AB Coordinator - 02382 145526 (9am – 3pm) Wendy Precious, TSH Coordinator – 02382 357517 Kate Walker, AB Services Lead - 02380 011154





# Thank You

