



Appropriate Body Welcome Briefing FAQs (Sept 2024)

- **Evidencing the Teachers' Standards**

HISP TSH AB no longer require ECTs to collate and document evidence against the Teachers' Standards.

This is in line with DfE guidance, ensuring that 'all monitoring and record keeping is done in the most streamlined and least burdensome way'.

ECTs **may choose** to keep a folder/ drive with resources and evidence that demonstrate competence against a particular standard, this may aid review meetings with Induction Tutors in preparation for an Induction Tutor to write a Progress Review or Formal Assessment. **This is not a requirement from HISP TSH AB.**

For ECT2s who have collated evidence for their first year, please keep this safe and retain for 6 years. Please upload the previous evidence tracker form (for year 1) to ECT Manager as you may be part of our audit sample. **ECT2s do not need to continue to complete the tracker for year 2.**

- **Where to find documentation and the AB Handbook**

All current and relevant documents can be found on:

HISP TSH AB Website; under Appropriate Body Resources tab [HISP Teaching School Hub - Appropriate Body](#)

ECT Manager; under Content and Resources tab [Dashboard \(ectmanager.com\)](#)

Documentation already uploaded onto ECT Manager does not need moving or altering.

- **Formal Observations**

Formal observations are completed by the Induction Tutor only, as they are the ECT's formal assessor. We encourage Mentors to complete lesson drop ins and informal observations to help inform their instruction coaching when working through the ECF based training materials, likewise these observations and feedback can help inform Induction Tutors more broadly about the ECT's ability when writing a Progress Review or Formal Assessment.

- **ECT Observation Feedback form and Best Practice Feedback Form**

Both compulsory documents should be uploaded onto ECT manager into two carefully labelled folders; this task can be completed by the ECT independently. We ask Induction Tutors to review these when meeting with their ECT.

- **Support Plans**

Support Plans are to be put in place when an ECT requires additional support beyond the coaching being provided by the Mentor using the ECF based training materials. This is the decision of the Induction Tutor. A typical support plan should last no more than 4 weeks before being reviewed. At this point it may be signed off, or targets may be updated and migrate to a new support plan. **All support plans must be signed by all parties.**